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# SUMMER 2017 CLASS OFFERINGS

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*Explore a New Job!*

*Improve Your Skills!*

*Learn Something New!*



**U** **Union  
County  
College**

*Transforming Our Community...  
One Student at a Time*

**CONTINUING  
EDUCATION**

*For a better life*

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# Dear Student,

Welcome to the Continuing Education Department at Union County College. We offer a variety of affordable, non-credit courses for both your professional development and personal enrichment.

Whether you are exploring a new career, improving your skills or looking to learn something new, Union County College has a program for you.

Classes are scheduled at times convenient for you—daytime, evenings and online—and take place in several Union County locations. With industry certifications in a variety of fields including Bookkeeping, Childcare, Education, Fitness, Healthcare, Information Technology, Management, Real Estate, and Uniform Construction Code, our courses provide you with the skills you need to achieve your personal and professional goals.

We've made it easier for you to browse our catalog and register by listing the majority of our personal enrichment programs for adults, youths and seniors online. Programming includes art, computers and technology, and fitness and personal wellness. Full course descriptions can be found online at [www.ucc.edu/nonCredit](http://www.ucc.edu/nonCredit).

If you can't find what you are looking for, contact us and let us know. We are always developing new programs and would appreciate your input and suggestions.

Sincerely,



Lisa Raudelunas Hiscano, Ed.D., MBA  
Director, Continuing and Professional Education

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## Cisco Certified Networking Associate (CCNA) Program



**Upgrade your job and demonstrate important key network competencies to employers through the CCNA program at Union County College.**

- **This program prepares you to find a job as a network administrator, engineer, or installer.**
- **Learn to design, build and maintain local, national, and global networks.**
- **Four separate modules provide a complete range of basic through advanced networking concepts.**
- **Complete all four semesters and you will be prepared to sit for the CCNA (Cisco Certified Networking Associate) and CompTIA Network exams.**

**See page 6 for more details on this program.**

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# Professional Development

## Business and Management

### ACCOUNTING

#### Practical Accounting (18 hrs)

In this course, you will learn the basic elements of accounting in an overview of practices and functions for recording business transactions. The focus is on a general knowledge of modern business practices and includes terminology, journals, ledgers, registers, banking, billing and invoicing. You will use accounting forms, understand current developments in accounting and build an understanding of accounting for partnerships and corporations.

AEFI 101 Sec 176 \$249  
Mon, Wed 7/10-7/26 6:00-9:00 p.m.  
Cranford

### ADMINISTRATIVE ASSISTANT

#### Administrative Assistant (24 hrs)

AEOF 068 Sec 116 \$360  
Mon 7-10-8/28 6:00-9:00 p.m.  
Cranford

### BOOKKEEPING

#### CERTIFICATE PROGRAM

#### Certified Bookkeeper

Program Chairperson: Cheryl Kress  
(908) 347-0239

Email: [kress@ucc.edu](mailto:kress@ucc.edu)

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential, a high professional standard for bookkeepers. By successfully passing tests in six subjects, signing a written code of ethics, and demonstrating two years' work experience as a bookkeeper, you can earn the right to put "CB" after your name. The experience requirement may be completed before or after the examinations. This course focuses on preparing you for the National Certified Bookkeeper examination by helping you master the skills and knowledge required for certification.

Prerequisite: High School Diploma or equivalent. Some bookkeeping experience necessary.

#### Certified Bookkeeper (75 hrs)

All six workbooks included plus exam fees.

AEBU 005 Sec 196 \$1,250  
Mon, Wed, Thu 6/05-8/07 6:00-9:00 p.m.  
(no class 7/03, 7/05 & 7/06)  
Cranford

### BUSINESS

#### Business and Professional Writing (16 hrs)

Written communication skills are essential for success in any profession whether you email, text, blog, or write reports, letters or articles/papers. Knowing your audience and organizing and presenting your information is a skill that requires practice. This course will cover proper word usage, punctuation, subject-verb agreement, eliminating unnecessary words, sentence and paragraph structure, word placement and readability. You will engage with hands-on writing assignments and grammatical exercises in an interactive, non-judgmental environment. Students with a wide range of abilities, backgrounds and education levels attend this class.

AEEN 054 Sec 126 \$169  
Thu 7/13-8/31 6:30-8:30 p.m.  
Cranford

### HUMAN RESOURCES

#### CERTIFICATE PROGRAM

#### Human Resource Management

American Management Association  
University Partner

Program Chairperson: Fatimha Banks  
Email: [fatimha@icloud.com](mailto:fatimha@icloud.com)

The certificate in Human Resource Management consists of five courses, which may be completed in any sequence allowing you to begin or complete the certificate program at your convenience. Courses use the internationally recognized curriculum developed by the American Management Association. To earn the certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend all class sessions and participate in projects, class studies, and pass the assessment for each course.

#### Required Courses: (80 hrs)

- AEBU 045—Fundamentals of Human Resources Management (16 hrs)
- AEBU 264—Communication Skills for Managers (16 hrs)
- AEBU 046—Succession Planning: Developing Leaders from Within (16 hrs)
- AEBU 265—Performance Management (16 hrs)
- AEBU 274—Recruiting, Interviewing, and Selecting Employees (16 hrs)

Courses may be taken in any order.

#### Recruiting, Interviewing, and Selecting Employees (16 hrs)

This course will take you step-by-step through the employee selection process, from recruitment through hiring, with actionable advice for improving your interviewing skills and more. Some of the topics covered in this class include recruitment challenges, loyalty and commitment, outsourcing, applicant expectations, electronic recruitment, interview preparation, stages of the interview, legal factors, questions to avoid, releasing and obtaining reference information, background checks, and compliance and procedures selection. Book included.

AEBU 274 Sec 146 \$329  
Thu 6/08-7/27 6:00-8:00 p.m.  
Cranford

**REGISTER ONLINE!**

**It's Fast! It's Easy!**

**It's Convenient**

**[www.ucc.edu/noncredit/  
instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx)**

**Succession Planning: Developing Leaders from Within (16 hrs)**

Managing the succession of talent is a vital strategic process that minimizes gaps in leadership and enables your best people to develop the skills necessary for possible future roles. This class will provide an overview of succession planning and its importance and will explain the role of HR in setting up a succession planning system. You will also learn how to forecast future needs, develop the succession planning process, and build individual development plans. Last, you will learn effective monitoring, measuring and follow-up processes. Book included.

AEBU 046 Sec 148 \$329  
 Thu 6/08-7/27 8:10-10:10 p.m.  
 Cranford

**Communication Skills for Managers (16 hrs)**

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. Whether written, or spoken, in person or via e-mail, effective communication is essential. You will learn to choose the most appropriate mode for communicating your message. You will also learn to ask the right type of question to elicit information, encourage a response, or create a relationship. This solid overview of all facets of business communication offers numerous opportunities to practice and apply your communication skills. Book included.

AEBU 264 Sec 136 \$329  
 Wed 6/07-7/26 6:00-8:00 p.m.  
 Cranford

**Continuing Education Credits for Accountants**

The New Jersey State Board of Accountancy has approved Union County College as a CPE sponsor of continuing education. Accountants are eligible for Continuing Education credits for computer training courses, finance and certain courses in human resource management. For additional information, call (908) 709-7600.



**University Certificate Program  
Participating College**

*Take advantage of AMA's world-class management courses at Union County College.*

The American Management Association has developed management training programs for professionals for more than seventy years. Prepare for career advancement and develop the management skills to succeed in business today at Union County College with AMA's University Program delivered by our industry professionals.

**For information regarding American Management Association sponsored programs, contact the Office of Continuing Education at (908) 709-7600.**



**Don't Miss Out!**  
*Classes fill quickly, so Register Early for upcoming courses!*

**MANAGEMENT**

**CERTIFICATE PROGRAM**

**Management**  
*American Management Association University Partner*  
**Program Chairperson: Kisha Turner (917) 331-7048**  
**Email: kturner855@gmail.com**

Managing in today's dynamic, diverse workplace demands a new style of leadership. New leaders must be visionaries, change agents, and coaches. This certificate program outlines the skills necessary to fulfill this challenging, changing, and rewarding leadership style. Courses use internationally recognized curriculum developed by the American Management Association. To earn the certificate, awarded by Union County College in cooperation with AMA, you must complete all five courses, attend all class sessions and participate in projects, class studies, and pass the assessment for each course.

**Required Courses: (80 hrs)**

- AEBU 021—Leadership Skills for Managers (16 hrs)
- AEBU 267—First Line Supervision (16 hrs)
- AEBU 022—How to Manage Conflict in the Organization (16 hrs)
- AEBU 023—A Managers' Guide to Human Behavior (16 hrs)
- AEBU 264—Communication Skills for Managers (16 hrs)

Courses may be taken in any order.

**Note:** Not all courses are offered every term.

**Leadership Skills for Managers (16 hrs)**

Leadership success depends on developing and using the skills that move organizations and people forward. This course will help you develop leadership skills and teach you how to manage change and diversity to create a productive group. You'll learn how to provide direction, lead by example, build teams, focus on continuous improvement, and develop the essential attitudes and skills of a successful leader. Book included.

AEBU 021 Sec 136 \$329  
 Wed 8/02-9/20 6:00-8:00 p.m.  
 Cranford



### Continuing Education Part-Time Instructors Needed!

- Accounting
- Child Care (mornings and evenings)
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Access
- Microsoft Project
- Project Management
- Computerized Medical Billing
- EKG
- Phlebotomy
- Anatomy and Physiology Parts 1 and 2
- CPT-4 Coding
- ICD-10-CM and ICD-10-PCS Coding
- Pharmacology
- Art
- ESL
- Event Planning
- Floral Design
- GED Test Preparation in English and Spanish
- Pharmacy Technician—English and Spanish
- Photography
- Real Estate
- Youth Programs

Apply online at <https://ucc.peopleadmin.com/>

### First Line Supervision (16 hrs)

Learn the critical skills you need to supervise in a changing workplace environment. You'll discover the best ways to develop a partnership with your boss. You'll improve your listening habits and communication skills. You'll learn the most effective uses of voice mail, e-mail, and the internet. Become adept at planning and conducting meetings, resolving workplace conflicts and managing change. Learn how to make a successful transition from staff to supervisor; develop your own leadership style; give feedback to improve performance; build a top-performing team. Book included.

AEBU 267 Sec 138 \$329  
 Wed 6/07-7/26 8:10-10:10 p.m.  
 Cranford

### Social Media Marketing for Business (6 hrs)

Social media applications like Facebook, Twitter and YouTube can help you get your business message out to the masses. In this course, we will look at six social media solutions: Facebook, Twitter, YouTube, blogging, Flickr and LinkedIn. We will explore examples where individuals, non-profits and businesses successfully used these tools to make new connections with fans and customers. We will also develop a plan for your business to incorporate targeted social media solutions and how to measure the impact these tools will make over time.

AEEU 041 Sec 147 \$110  
 Thu 7/20-7/27 7:00-10:00 p.m.  
 Cranford

## Career Development

*New!*

### Career Planning and Exploration (15 hrs)

Learn the basics of Career Planning and Exploration in this class. Students will gain practical knowledge of self-assessment, job search strategies, resume writing, interviewing skills, networking and career transitioning. Career Counselor will provide guidance and support during this class.

AECD 116 Sec 176 \$159  
 Mon, Wed 8/07-8/21 6:00-9:00 p.m.  
 Cranford



## Commercial Driver Training

### Smith & Solomon Commercial Driver Training

To obtain a commercial driver's license, you are required to pass a written permit test and a driver road test. This class includes one week of classroom instruction and three weeks of yard and road training in preparation for these tests. Instruction covers general knowledge, air brakes, combination vehicles, hazardous materials, tankers and doubles and triples. A passenger endorsement is offered for those wishing to drive a bus. Prerequisites include passing a D.O.T. physical and drug screen, and fingerprinting for bus candidates. All students must be over 18 years of age.

#### Schedule for All Courses:

**Full Time Day**  
 Mon-Thu 7:00 a.m.-5:30 p.m.  
**Part Time Nights**  
 Mon-Wed 5:00-10:00 p.m.  
**Part Time Weekends**  
 Sat & Sun 7:00 a.m.-4:30 p.m.

Instruction Materials include: NJ Department of Transportation Commercial Driver Manual, Video tapes by Career Publishing Inc. Vocational & Applied Technology, Trucking: National Safety Council Prep Course; Video & Test

For a schedule of class days, times and fees contact:  
 Smith & Solomon Commercial Driver Training  
 1701 Lower Rd. Linden, NJ 07036  
 Phone (908) 474-1589 • Fax (908) 474-1599

- New classes start every Monday depending on enrollment
- Student must be 18 years of age (21 years to drive state to state)
- Bus students must: be 21 years of age, Pass a Federal D.O.T. Physical Exam Be a Licensed Automobile Driver, Have an acceptable driving record, Read and Write English
- Tuition does not include DOT physical and drug screen fees

## REGISTER ONLINE!

It's Fast! It's Easy!  
 It's Convenient

[www.ucc.edu.noncredit/instantenrollment.aspx](http://www.ucc.edu.noncredit/instantenrollment.aspx)

# Do YOU want to...

- ...get your TASC/GED?
- ...brush up on basic skills?
- ...become a US Citizen?
- ...take ESL classes to learn English?
- ...prepare for a NEW career?

## Classes at the Center for Economic & Workforce Development Can Help You Reach Your Goals!

Union County College CEWD offers courses in Basic Skills, ESL and ESL Civics to US citizens and eligible US residents. Some of these programs are available through funds awarded by the State Department of Labor. Classes are offered on the Elizabeth Campus in the Lessner Building and on the Plainfield Campus. For information on the classes in Elizabeth please call (908) 659-5114 and in Plainfield please call (908) 412-3557.

### Union County College is a GED Test Center!

**GED Testing Center Site:**

Union County College Elizabeth Campus  
Lessner Building, 40 West Jersey Street, Elizabeth, NJ 07202

For information please call (908) 659-5154 or email us at [CEWD-GEDTest@ucc.edu](mailto:CEWD-GEDTest@ucc.edu) or contact Joan Rodney at (908) 965-6006

**CDL A-Tractor Trailer Driving**

Completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test will entitle you to drive Tractor Trailers and Straight trucks throughout the United States. In order to cross state lines, you must be 21 years of age.

AEDR 011 Sec 01A, Full Time	\$3,995
AEDR 011 Sec 01B, Part Time	\$3,995

**CDL B-Straight Truck Training**

Completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test will entitle you to drive Straight trucks throughout the United States. In order to cross state lines, you must be 21 years of age.

AEDR 012 Sec 01A, Full Time	\$3,050
AEDR 012 Sec 01B, Part Time	\$3,050

**CDL B with Passenger Endorsement Bus Training**

Completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test will entitle you to drive a bus throughout the United States. In order to cross state lines, you must be 21 years of age.

AEDR 013 Sec 01A, Full Time	\$3,050
AEDR 013 Sec 01B, Part Time	\$3,050

**CDL A Plus Passenger Endorsement Tractor Trailer and Bus Training**

This course combines the CDL A Tractor Trailer course and CDL B with passenger endorsement, in one curriculum. After completion of this course and successful completion of the New Jersey Motor Vehicle Commission's permit and road test you will be entitled to drive both a Tractor Trailer and Bus as outlined above. You must be 21 years of age.

AEDR 014 Sec 01A, Full Time	\$4,550
AEDR 014 Sec 01B, Part Time	\$4,550

## Computer Training

*New!*

**Microsoft Windows 10 (7 hrs)**

See how to navigate this new operating system from Microsoft. Learn how to navigate around the Windows 10 operating system, customize the Windows 10 environment, learn file and folder management, access the internet using Microsoft Edge, install and remove printers and peripheral devices and use security features.

**Book available at Union County College bookstore; must be purchased prior to the first class.**

AECO A26 Sec 186		\$129
Tue, Thu	6/13-6/15	6:30-10:00 p.m.
Cranford		



**INFORMATION  
TECHNOLOGY**

**A+ Service Technician**

**A+ HARDWARE (ESSENTIALS)  
CERTIFICATE (63 HRS)**



The fundamentals of supporting and troubleshooting computer hardware are brought to you in this course in a step-by-step approach. You will learn the hardware common to virtually every personal computer including: microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, removable drives and hard drives. The course maps fully to CompTIA's A+ Exam objectives to prepare you for the exam (test fee is not included)

AECO A15 Sec 186 \$885  
 Tue, Thu 6/06-8/17 6:00-9:00 p.m.  
 (no class 7/04)  
 Cranford

**A+ SOFTWARE  
(PRACTICAL APPLICATIONS)  
CERTIFICATE (59 HRS)**



The fundamentals of supporting and troubleshooting computer software are brought to you in this course in a step-by-step approach. You will learn how to install, maintain, configure, and upgrade all current versions of Windows: XP, Vista and 7 and learn how to use the DOS-style command line for performing tech tasks. The course maps fully to CompTIA's A+ Exam objectives to prepare you for the exam.

AECO B15 Sec 186 \$849  
 Tue, Thu 8/22-10/26 6:00-9:00 p.m.  
 Cranford

**Cisco Networking**

**CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA)**

**Regional Cisco Networking Academy**



Are you looking to get ahead or to find a new job in the fast-growing IT industry as a network administrator, WAN Administrator, engineer, or installer? The Cisco Networking Academy Program at Union County College will prepare you to take the new CCNA 5.0 Certification which is recognized worldwide in the IT networking industry. This coursework will teach you how to design, build and maintain local, national, and global networks. The CCNA curriculum includes four separate modules and provides a complete range of basic through advanced networking concepts, from pulling cable to subnet masking rules and strategies. If you complete all four semesters, you will be prepared to sit for the CCNA 5.0 (Cisco Certified Networking Associate) and CompTIA Network exams. Union County College provides:

- State-of-the-art computer lab designed specifically for Cisco training and a practice lab area for hands-on instruction
- Program design to provide you the time needed to master course information and practice the skills learned in class to help pass the required examinations
- Quality instruction at affordable pricing

**Who should enroll in the Cisco Networking Academy Programs?**

Students interested in starting or advancing their career in Information Technology. The curriculum recommends that you have basic knowledge of computers and networking, and at least an eighth grade reading, writing, and math proficiency level as well as the desire to learn. If you do not have basic computer skills it is suggested that you enroll in A+ Essentials class prior to taking the Cisco CCNA program. By completing the Cisco program you can increase your ability to secure employment in the IT field.

**Required Courses: Four courses (280 hrs total)**

- AECO A74—CCNA 1, Introduction to Networks, 70 hrs, \$949
- AECO B74—CCNA 2, Routing and Switching Essentials, 70 hrs, \$949
- AECO C74—CCNA 3, Scaling Networks, 70 hrs, \$949
- AECO D74—CCNA 4, Connecting Networks, 70 hrs, \$949

AECO C74 Sec 196 (Semester 3; 70 hrs)  
 Wed 8/16-10/25 6:30-10:00 p.m.  
 and  
 Sat 8/19-10/21 8:30 a.m.-12:00 p.m.  
 (no class 9/02)  
 Cranford

**REGISTER ONLINE!**

**It's Fast! It's Easy!  
It's Convenient**

**[www.ucc.edu/noncredit/  
instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx)**



Visit the  
**CAREER SERVICES CENTER**  
at Union County College!

Located on the first floor of the Kellogg Building at the Elizabeth Campus, the Career Services Center provides services for:

- Career Development
- Career Counseling and Coaching
- Career Interest Testing
- Job Posting
- Job Placement
- Internships/Externships
- Resume Writing
- Job Interview Coaching
- Small Business Development
- Customized Job Training

The Career Services Center was developed from a partnership of Union County College, the County of Union, the City of Elizabeth, the Union County Workforce Investment Boards (WIB), the Greater Elizabeth Chamber of Commerce (GECC), the Elizabeth Development Company, and the UCEDC.

**CCNP • Cisco Certified Networking Professional**

The Implementing Cisco IP Routing (ROUTE 642-902) exam will certify that the successful candidate has the knowledge and skills necessary to use advanced IP addressing and routing in implementing scalable and secure Cisco ISR routers connected to LANs and WANs. The exam also covers configuration of secure routing solutions to support branch offices and mobile workers. The SWITCH 642-813 exam will certify that the successful candidate has important knowledge and skills necessary to plan, configure and verify the implementation of complex enterprise switching solutions using Cisco's Campus Enterprise Architecture. The SWITCH exam also covers secure integration of VLANs, WLANs, voice and video into campus networks. The TSHOOT 642-832 exam will certify that the successful candidate has important knowledge and skills necessary to (1) plan and perform regular maintenance on complex enterprise routed and switched networks and (2) use technology-based practices and a systematic ITIL-compliant approach to perform network troubleshooting.

**Note:** These classes are not currently being offered but if you are interested, contact 908-709-7600. If enough students are interested, special arrangements can be made to offer these courses.

**Required Courses: (294 hrs)**

- AEEO A78—CCNP1, Advanced Routing (98 hrs)
- AEEO B78—CCNP2, Remote Access (98 hrs)
- AEEO C78—CCNP3, Multilayer Switching (98 hrs)

**The Industry-Business Institute at UCC Needs Part-Time Instructors!**

- MS Office Suite, English and Spanish
- Change Management
- Customer Service Management
- Supervisory Training
- Team Building
- Operations Management
- Problem Solving
- English as a Second Language
- Business Communications
- Technical Writing
- TLD Logistics (experienced in logistics, warehousing, and supply chain management)
- Job Search and Workplace Readiness
- Spanish for the Workplace

Apply online at  
<https://ucc.peopleadmin.com/>

**CompTIA Network +**

**COMPTIA NETWORK +  
CERTIFICATION (80.5 HRS)**



Do you want to enter the growing IT field but have no or little prior knowledge of network technology? This class is ideal if you have little networking experience and will prepare you to sit for the CompTIA Network + certification exam. Many companies such as Dell, HP, Ricoh, Sharp and Xerox recommend or require CompTIA Network+ for their networking technicians. If you take this course and pass the Network + certification exam you will be prepared for jobs such as network administrator, network installer, help desk technician, or IT cable installer. Several topics covered will include network basics, network-to-network communications, network security, wireless networking standards, and others.

AEEO A17  
Will be offered Fall 2017

## MICROSOFT OFFICE SOFTWARE

### *New!*

#### **Microsoft Word Beginner (7 hrs)**

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. In this course, you'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. In this course, you will:

- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Format the overall appearance of a page.

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO A27 Sec 186		\$129
Tue, Thu	6/20-6/22	6:30-10:00 p.m.
Cranford		

### *New!*

#### **Microsoft Word Intermediate (7 hrs)**

Creating professional-looking documents and implementing time-saving features such as document templates and automated mailings helps you and your organization reduce expenses.. In this class, you will:

- Organize content using tables and charts.
- Customize formats using styles and themes.
- Insert content using quick parts.
- Use templates to automate document formatting.
- Control the flow of a document.
- Simplify and manage long documents.

**Prerequisite: Word Beginner.**

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO B27 Sec 186		\$129
Tue, Thu	7/11-7/13	6:30-10:00 p.m.
Cranford		

### *New!*

#### **Microsoft Word Advanced (7 hrs)**

Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production. You will learn to:

- Create custom graphic elements.
- Collaborate on documents.
- Secure a document.
- Create and manipulate forms.
- Create macros to automate tasks.

**Prerequisite: Word Beginner and Intermediate**

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO C27 Sec 186		\$129
Tue, Thu	8/15-8/17	6:30-10:00 p.m.
Cranford		

### *New!*

#### **Microsoft Excel Beginner (7 hrs)**

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. You will learn to:

- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO A48 Sec 176		\$129
Mon, Wed	6/19-6/21	6:30-10:00 p.m.
Cranford		

### *New!*

#### **Microsoft Excel Intermediate (7 hrs)**

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel®: Beginner course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. In this course you will:

- Work with functions.
- Work with lists.
- Analyze data.
- Visualize data with charts.
- Use PivotTables and Pivot Charts.

**Prerequisite: Excel Beginner or equivalent knowledge.**

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO B48 Sec 176		\$129
Mon, Wed	6/26-6/28	6:30-10:00 p.m.
Cranford		

### *New!*

#### **Microsoft Excel Advanced (7 hrs)**

The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates. You will:

- Work with multiple worksheets and workbooks.
- Use Lookup functions and formula auditing
- Share and protect workbooks.
- Automate workbook functionality.
- Create sparklines and map data.
- Forecast data.

**Prerequisite: Excel Beginner and Intermediate or equivalent knowledge.**

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO C48 Sec 176		\$129
Mon, Wed	7/10-7/12	6:30-10:00 p.m.
Cranford		

### *New!*

#### **Microsoft PowerPoint Beginner (7 hrs)**

By learning how to use the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will:

- Identify the basic features and functions of PowerPoint.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to your presentation.
- Modify objects in your presentation.
- Add tables to your presentation.
- Add charts to your presentation.

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO A72 Sec 176		\$129
Mon, Wed	8/07-8/09	6:30-10:00 p.m.
Cranford		

**New!**

**Microsoft PowerPoint Intermediate (7 hrs)**

Microsoft® Office PowerPoint® provides you with a variety of tools that can help you deliver content in nearly any situation, while saving time and effort. In this course you will:

- Modify the PowerPoint environment.
- Customize design templates.
- Add SmartArt and math equations to a presentation.
- Work with media and animations.
- Collaborate on a presentation.
- Customize a slide show.
- Secure and distribute a presentation.

**Prerequisite: PowerPoint Beginner.**

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO B72 Sec 176 \$129  
 Mon, Wed 8/14-8/16 6:30-10:00 p.m.  
 Cranford

**New!**

**Microsoft Access Beginner (7 hrs)**

Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will use Access to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data. In this course, you will:

- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Use forms to make it easier to view, access, and input data.
- Create and format custom reports.

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO A25 Sec 186 \$129  
 Tue, Thu 8/08-8/10 6:30-10:00 p.m.  
 Cranford

**New!**

**Microsoft Access Intermediate (7 hrs)**

In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports. Design a relational database.

- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.

**Prerequisite: Microsoft Access Beginner or equivalent.**

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO B25 Sec 186 \$129  
 Tue, Thu 8/22-8/24 6:30-10:00 p.m.  
 Cranford

**New!**

**Microsoft Access Advanced (7 hrs)**

Learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. This training rounds out your Access education and provides you with marketable job skills.

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

**Prerequisite: Microsoft Access Beginner, Intermediate, or equivalent.**

**Book available at Union County College bookstore; must be purchased prior to the class.**

AECO C25 Sec 186 \$129  
 Tue, Thu 8/29-8/31 6:30-10:00 p.m.  
 Cranford

**INDUSTRY-BUSINESS INSTITUTE**

*Where  
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 Business  
 Partner and Prosper*

- Prepare your employees for challenges in today's global economy with customized training programs
- We're Business Friendly, Business Focused and Business Minded

40 WEST JERSEY STREET  
 ELIZABETH NJ 07202  
 908-965-2358/908-709-6048  
 WWW.UCC.EDU/COMMUNITY/IBI

**SOCIAL MEDIA AND SPECIAL INTEREST CLASSES**

**Social Media Marketing for Business (6 hrs)**

Social media applications like Facebook, Twitter and YouTube can help you get your business message out to the masses. In this course, we will look at six social media solutions: Facebook, Twitter, YouTube, blogging, Flickr and LinkedIn and on the second day you will learn about advertising basics. We will explore examples where individuals, non-profits and businesses successfully used these tools to make new connections with fans and customers. We will also develop a plan for your business to incorporate targeted social media solutions and how to measure the impact these tools will make over time.

AEEN 041 Sec 147 \$110  
 Thu 7/20-7/27 7:00-10:00 p.m.  
 Cranford

# Construction

## UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM 2017–2018

The community colleges listed below are offering a regional schedule of classes for Uniform Construction Code training:

- Brookdale Community College
- Mercer County College
- Middlesex County College
- Union County College

These classes are for general contractors who are looking to advance their careers and become New Jersey State Inspectors for local municipalities. They are open to anyone with an interest in construction and mandatory for those desiring licensure in building, electrical, elevator, fire protection, plumbing; and administrative licensure in sub code official, construction official, and technical assistance. The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials as they relate to the design, construction, and maintenance of building structures. Courses are approved for licensure by the New Jersey Department of Community Affairs (DCA) pursuant to NJAC 5:23-5.20 and must be taken in the proper sequence (RCS-ICS-HHS). Licensing application packets and related inquiries should be directed to the DCA Licensing Unit at 609-984-7834. It is recommended to review this packet before undertaking a course. Students who successfully complete a course and apply for licensing may be **refunded up to 75% of tuition** by submitting a license number or log number to the college they attend. (Information provided in class.)

**Textbooks: The Uniform Construction Code Act and Regulations (Blue Book) is a required text if you are taking the administrative courses of the Uniform Construction Code Courses. Additional textbooks may be required depending upon the specific course. Call the Publications Office at 609-984-0040 or order online at [www.state.nj.us/dca/divisions/codes/forms/pubs\\_subs\\_orderform.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pubs_subs_orderform.pdf)**

The chart below lists the courses offered for Fall 2017 and Spring 2018. For specific information, visit the respective college’s website listed in the chart.

College	Building			Electrical		Fire Protection		Plumbing		Elevator	Administrative		
	RCS	ICS	HHS	ICS	HHS	ICS	HHS	ICS	HHS	HHS	SO	CO	TA
Brookdale Community College 732-224-2813 <a href="http://www.brookdalecc.edu/construction">www.brookdalecc.edu/construction</a>	10/24/17	3/13/18		9/6/17	1/10/18			1/2/18	10/3/17		1/3/18	9/11/17	
Mercer County College 609-570-3311 <a href="http://www.mccc.edu">www.mccc.edu</a>	10/3/17	1/22/18	4/3/18	9/28/17	5/19/17								10/17/16
Middlesex County College 732-906-2556	9/18/17 2/5/18	9/19/17 2/20/18	10/2/17			10/7/17 Hybrid	3/10/18	10/11/17	4/9/18		1/30/18	10/2/17	9/23/17
Union County College 908-709-7600 <a href="http://www.ucc.edu">www.ucc.edu</a>	3/6/18		9/19/17	10/3/17	2/6/18						9/18/17	2/5/18	
Ocean County College 732-255-0404 <a href="http://www.ocean.edu">www.ocean.edu</a>						9/25/17	2/8/18						10/24/17 2/8/18
Bergen County College 201-447-7488 x4 <a href="http://www.bergen.edu">www.bergen.edu</a>						9/26/17	2/20/18			2/19/18			

\*May be offered in a hybrid format with online instruction and limited in-person class meetings.

**For a complete list of the courses offered statewide, see the DCA website at:**

**[www.state.nj.us/dca/divisions/codes/forms/pdf\\_licensing/ucc\\_c\\_grid.pdf](http://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf)**

**Subcode Official (45 hrs)**

Prepare to work as a Subcode Official. Learn the duties of the Subcode Official as they pertain to administration and legal aspects of the code enforcement.

Prerequisite: Students must already have a technical license (i.e., R.C.S., I.C.S., H.H.S.)

AEIC 562 Sec 176 \$525  
 Mon, Wed 7/17-9/06 6:00-9:00 p.m.  
 (no class 9/04)  
 Cranford

**Electrical Inspector H.H.S. (45 hrs)**

This course covers system design, electrical service design and sizing, branch circuit and feeder design, appliance and motor circuits, plan review and field inspection, systematic plans analysis, material requirements, installation methods, basic inspection, report writing, violation notices, inspection and recordkeeping, Uniform Construction Code organization and content, and electrical subcode.

Prerequisite: Successful completion of Electrical Inspector I.C.S.

AEIC 311  
 Will be offered Fall 2017

**Education**

**NPTNJ ALTERNATE ROUTE  
 TEACHER PREPARATION**

*New!*

**Introduction to Teaching: 50-Hour  
 Pre-Service Component for the New  
 Pathways to Teaching in New Jersey,  
 Alternate Route Program**

The New Jersey New Pathways to Teaching program is an alternate route to teacher certification program. The program allows students with four year college degrees who meet the program criteria to become a certified New Jersey teacher even though they did not complete a traditional undergraduate teacher preparation program.

Effective September 1, 2017, the New Jersey Department of Education has significantly changed the educational requirements for teacher education programs.

Under the new program, all New Pathways students must take a 50-hour Introduction to Teaching class prior to obtaining a teaching position. This class includes 30 hours of instruction in classroom management, assessment tools, lesson plans, learning strategies, technology and diversity in the classroom, as well as job search strategies for teachers. The student must observe a classroom for an additional 8 hours. Twelve hours of clinical experience in which the student teaches or tutors, or is involved in other hands-on instruction work, is also required.

AEDU 144 Sec 186 \$295  
 Tue, Thu 6/13-8/08 6:00-8:00 p.m.  
 (no class 7/04 & 7/06)  
 Cranford

**Praxis Examination Review available for  
 Elementary Education**

Please see page 20 for this class, in the test prep section of the brochure.

**ONLINE TEACHING**

**ONLINE TEACHING COURSE  
 (15 HRS)**

**Program Chairperson: Beth Ritter-Guth  
 (908) 497-4363**

**Email: [beth.ritter-guth@ucc.edu](mailto:beth.ritter-guth@ucc.edu)**

Learn to teach online courses through the use of the most current distance education pedagogy. Special attention to free web technologies, alternative assessments, and data driven change will be explored. All Union County College instructors are required to complete this certification before teaching online.

AEDU 142 Sec 096 Online Union County College Staff and Faculty	Free
AEDU 142 Sec 097 Online Non-Union County College Instructors	\$225

**Event Planning**

**Introduction to Event Planning (18 hrs)**

AEBU 400  
 Will be offered Fall 2017

**Contracts, Budgets and  
 Financial Management (18 hrs)**

AEBU 401  
 Will be offered Fall 2017

**Site Inspection and Selection (12 hrs)**

AEBU 402  
 Will be offered Fall 2017

**Registration Management (12 hrs)**

AEBU 403  
 Will be offered Fall 2017

**REGISTER ONLINE!**

**It's Fast! It's Easy!**

**It's Convenient**

**[www.ucc.edu/noncredit/  
 instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx)**

# Follow this path to become a



NEW PATHWAYS TO TEACHING IN NEW JERSEY



## New Jersey Certified Teacher!

Whether you are

- contemplating a career change
- just discovering you want to teach
- or looking to fulfill a lifelong dream

**New Pathways to Teaching in New Jersey (NPTNJ) could be the way you get there.**



The courses are graduate level, and the program can be taken for credit or non-credit.

### NPTNJ is a Partnership with New Jersey City University

NPTNJ credit option students earn 15 graduate credits from New Jersey City University. There are several graduate degree program options at NJCU that will accept from 12 to 15 of the graduate credits earned through NPTNJ course work. The program may also be taken on a non-credit basis for certification only.

### What are the Requirements to Apply?

- Minimum of a Bachelor's degree from an accredited institution with a major in or closely related to the intended teaching field.
- Minimum GPA of 3.0 in undergraduate studies or the highest degree earned.
- A passing score on the Praxis II content area exam in the field in which you intend to teach.
- Certificate of Eligibility issued by the state of NJ.
- A full-time teaching position by Semester 2.

### For More Information:

Refer to the student handbook online at [www.ucc.edu/noncredit](http://www.ucc.edu/noncredit) for complete details.

**If you have questions about NPTNJ after reading the student handbook, contact Annette Castro: (908) 709-7601; [castro@ucc.edu](mailto:castro@ucc.edu).**



*Transforming Our Community...  
One Student at a Time*

*New!*

# Facility Management

## FACILITY MANAGEMENT PROFESSIONAL (FMP®)

*Earn the Must-Have Credential in Facility Management*

### IFMA's Facility Management Professional (FMP®) Credential

Instructor: Dennis J. Kowal, AIA, LEED AP, FMP®, SFP



If you are an early to mid-career facility management practitioner, transitioning into the profession, or a supplier to the industry, by enrolling in Union County College's IFMA FMP Credential Program®, you will improve your knowledge, enhance your skills, gain immediate credibility with employers, clients, and peers, and have access to everything you need to earn the FMP credential.

#### Who Should Enroll?

This 15-week, 60-hour professional development program is designed for:

- Facility management practitioners looking to increase their depth-of-knowledge in the foundational FM topics deemed critical by employers. Individuals who are transitioning into the FM profession.
- Related-industry practitioners such as architects, designers and safety engineers.
- Facility-related product and service providers.
- Students entering the profession from colleges, universities, certificate or technical programs.
- LEED Professionals seeking general CE hours for credential maintenance.

The four courses are presented in a convenient, adult-friendly format and all course materials and final assessment exams are included in the tuition cost. With the help of our expert instructors and the comprehensive print materials, you will explore the topics deemed critical by employers and practitioners worldwide.

#### Course Materials

The IFMA FMP Credential Program curriculum was developed by a team of global industry experts to teach the knowledge and skills demanded by today's facility management employers, as defined by the IFMA global job task analysis. These materials include:

- Printed and e-version course materials
- Interactive online study tools
- Online FMP final assessments

#### What Will You Learn?

##### Course 1: Operations and Maintenance

- Introduction to Operations and Maintenance
- Assess Facility Needs
- Manage/Oversee Operations and Maintenance of Building, Systems and Equipment
- Manage/Oversee Occupant Services
- Select the Best Resources
- Measure and Optimize Operations and Maintenance Performance

##### Course 2: Project Management

- Introduction to Project Management
- Define Projects
- Plan Projects
- Manage and Oversee Projects
- Close Projects

##### Course 3: Finance and Business

- Finance and Business in the Facility Organization
- Financial Management of the Facility Organization
- Procurement in the Facility Organization
- Contracts in the Facility Organization

##### Course 4: Leadership and Strategy

- Plan Strategically
- Lead and Manage the Facility Organization
- Provide Leadership to the Entire Organization

#### Policies and Requirements

##### Program Requirements

There are no prerequisites to enroll in this program.

By enrolling in this course, you'll benefit from:

- Experienced instructors who present the IFMA FMP Credential Program materials in an easy-to-understand format.
- A structured learning environment to keep you on schedule.
- Opportunity to build your peer network.
- Course fees often qualify for tuition reimbursement.
- Up to 7.8 IFMA-issued continuing education units (CEUs) and 60 general CE hours for LEED credential maintenance for successful completion of the four courses.

**Note:** No additional FMP final exam is required. After passing the three FMP final assessments with a score of 75% or higher, the FMP application (with fee) must be submitted to IFMA.

##### FMP Credential Requirements

The IFMA FMP Credential Program materials include online FMP final assessments. To earn the FMP credential, you must pass each of the four FMP final assessments with a score of 75% or higher. **Once completed, you must submit an FMP application and pay an application fee (information at ([www.ifma.org](http://www.ifma.org)) to IFMA to validate your credential.**

AEBU 029 Sec 125

\$ 2,395

Call 908-709-7602 for details

**Note:** Please register AT LEAST one week before the start date so that materials are received in time for the first class.

## Fitness Careers

### PERSONAL TRAINER NATIONAL CERTIFICATION (36 HRS)

Get all the information needed to start an exciting fitness career and become a Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills and knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Included in this course is a student workbook and access to online student study tools to take the Certified Personal Trainer exams.

You can work right after passing the exams with proof of CPR/AED to obtain your **Level 1 Certified Personal Trainer**.

**Book available at Union County College bookstore. Students must purchase the textbook prior to the first day of class.**

AEEEX 120 Sec 186 \$599  
 Tue, Thu 7/18-8/24 6:30.-9:30 p.m.  
 Cranford

## TRAINING CLASSES FOR PERSONAL TRAINERS

*Attention personal trainers! Check out these classes to grow your client base and provide you with additional knowledge to help your clients.*

### Exercise Program Design for Special Populations (6 hrs)

Many fitness professionals are now working with clients living with chronic diseases or conditions but who have clearance from their physician to participate in a non-clinical exercise program. Explore modifications for clients with specific health concerns such as hypertension, heart disease, diabetes, osteoporosis, and more. This six hour lecture/workshop reviews selected common chronic diseases and shows how to design safe and effective exercise programs for these clients. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides 6 CEUs.

AEEEX 121  
 Will be offered Fall 2017

## Healthcare Careers

### ALLIED HEALTH COURSE WAIVER PROCEDURES

Students may apply for a course waiver to fulfill part of the curriculum program requirements if they have taken a course or have prior work experience which led to certification or licensure by submitting documentation and evidence of certification/licensure. Students must submit the following documentation:

1. An email addressed to coned@ucc.edu requesting a course waiver for a specific course.
2. Waiver for a didactic course: an official transcript for the considered course and a detailed course syllabus. The syllabus should include the course outline including the textbooks used and/or other learning experiences. All previous classes considered for waivers must have a minimum of "B" GPA. PLEASE DO NOT SEND ANY OF YOUR ORIGINAL DOCUMENTS. Scan and email documents to coned@ucc.edu.

### Basic Certifications Package (16 hrs)

This 16-hour course is highly recommended for healthcare professionals. The class will provide the allied health student with instruction and certification in the following areas:

**BLS CPR (4 hrs)**—American Heart Association certification. Learn to recognize life-threatening situations. Adult and pediatric CPR, two-rescuer CPR, airway obstruction and AED instruction will be covered.

**First Aid (8 hrs)**—Learn standard level first aid providing you with the knowledge and skills required to provide care in an emergency situation. American Heart Association (AHA) certification.

**Bloodborne Pathogens (4 hrs)**—Learn safeguards and management procedures to protect yourself against hazards caused by exposure to blood, human tissue and infectious materials. American Safety and Health Institute (ASHI) certification.

AEHL 959 Sec 140 \$299  
 Thu 6/15 6:00-10:00 p.m.  
 Wed, Thu 6/21-6/22 6:00-10:00 p.m.  
 and  
 Mon 6/26 6:00-10:00 p.m.  
 Cranford

## REGISTER ONLINE!

It's Fast! It's Easy!  
 It's Convenient

[www.ucc.edu/noncredit/instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx)

Continued on page 15,  
 following the  
 General Information/  
 Registration Form  
 center section



# General Information for Summer 2017

For more information about our programs, visit our website at [www.ucc.edu/noncredit](http://www.ucc.edu/noncredit).

The latest program brochures will be posted.

To register online, visit: [www.ucc.edu/noncredit/instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx).

## Registration

Registration is easy, **but register early to avoid disappointment!!** Courses fill quickly and some have limited enrollment. **COURSES WITHOUT SUFFICIENT ENROLLMENT ARE CANCELLED 48 HOURS PRIOR TO THE COURSE START DATE.** Registrations are accepted until a course begins, if space is available. Please be sure you provide a daytime phone number at which you can be reached in the event of a class cancellation.

## ONLINE

**For all students**, this is the fastest and most convenient way to register. Visit: [www.ucc.edu/noncredit/instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx).

## WALK-IN

**Visit our Cranford Campus**, MacKay Library, 1033 Springfield Avenue, Monday and Tuesday 8:00 a.m.–6:00 p.m.; Wednesday and Thursday 8:00 a.m.–5:15 p.m.; closed Friday, Saturday and Sunday.

**Visit our Elizabeth Campus**, 40 West Jersey Street, Kellogg Building, 5th Floor. Go to [www.ucc.edu/noncredit](http://www.ucc.edu/noncredit) for office hours.

## MAIL-IN

Use the registration form located in this booklet or online. A separate form is required for each person registering. Photocopies are acceptable. Mail completed form with your check (payable to Union County College) or money order to:

**Continuing Education  
Union County College**  
1033 Springfield Avenue  
Cranford, NJ 07016

If paying by check, checks are accepted **ONLY** three or more weeks prior to a course start date to allow for check clearance.

## FAX-IN

(24 hours a day) (908) 709-7070. Complete the registration form in this booklet and fax to us. Please call our office at (908) 709-7600 after faxing your registration form to confirm receipt and to make payment.

## PHONE IN

Call (908) 709-7600 in Cranford; in Elizabeth call (908) 527-7258. Phones tend to be busy, especially the first few weeks of each semester. **Be sure you know what course(s) you wish to register for before calling so we can provide the best assistance.**

## Tuition and Fees

All tuition and fee information is listed with the course description. Please be sure you read the description and fee information carefully, as they will explain any material fees or prerequisites associated with the class. Continuing Education does not accept Financial Aid. Payment can be made by check, money order, American Express®, Visa®, MasterCard®, Discover®, or cash.

## Class Cancellation

The College reserves the right to cancel a course if minimum enrollments are not met. You will be notified 48 hours prior to class cancellation by phone or email and given the option of a full refund or enrolling in another Continuing Education course.

## Withdrawals and Refunds

To withdraw from a course or seminar, you must notify the Continuing Education Office in writing or in person immediately. You will be required to fill out a withdrawal form. Refunds (minus a \$10 processing fee per course) will be made as follows:

- With written notification received five days prior to the first class session—100%
- Refunds are not issued for online courses.
- Schedule changes must be requested in writing.

## Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 of Title 10 U.S. Code, fail to enter the Program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable; any amount beyond that is subject to pro ration and refund [CFR 21.4254 (c) (13)]. The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

## Name Changes or Change of Address

Students should contact the office in writing as soon as possible regarding any changes of address or phone number. For NAME CHANGES, students **MUST** visit the Registrars' Office.

## Parking

Tuition does not include parking. You will need to purchase a Parking hang tag that permits you to park in designated lots on campus. Handicapped parking is available. Parking tags in Cranford cost \$10 per semester regardless of the number of times the course will meet. After a registration receipt has been issued, it **MUST** be presented with valid vehicle registration at the Public Safety Office in Cranford (room N-31). Tags may be obtained weekdays from 8:30 a.m. to 6:30 p.m. Tags are **NOT** mailed. You will be ticketed if you do not have a tag visible in your vehicle. If you are taking more than 30 hours of classes in Elizabeth, parking tags can be purchased for \$65 per semester. Otherwise, ample public parking is available in the J. Christian Bollwage Parking Garage at Caldwell Place and Elizabethtown Plaza.

## Inclement Weather/ Emergency Closing

In case Union County College cancels or delays operations due to weather or other emergencies, the Department of College Relations will inform the following media of the closing:

**Radio**—1010 WINS (AM) radio or log on to [www.1010wins.com](http://www.1010wins.com)

**Television**—WCBS TV News Channel 2

When an Emergency Closing is declared, an announcement will be displayed prominently on the Union County College homepage:

[www.ucc.edu](http://www.ucc.edu)

Check [www.ucc.edu/noncredit](http://www.ucc.edu/noncredit) for updates.

## Nondiscrimination

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

The following individuals have been designated to address inquiries regarding Section 504, the ADA, and Title IX, as indicated:

### Complaints

Dr. Raul M. Sanchez, Equal Employment Opportunity/Affirmative Action Officer, Title IX Coordinator, MacDonald Hall, Room A-107; 908-709-7179; [raul.sanchez@ucc.edu](mailto:raul.sanchez@ucc.edu)

All complaints of discrimination, including those concerning Title IX, Section 504, and the ADA should be directed to Dr. Sanchez.

### Student Accommodation Requests

Ms. Karen Cimorelli, Coordinator of Services for Students with Disabilities, Nomahegan Hall, Room N-3; 908-709-7164; [karen.cimorelli@ucc.edu](mailto:karen.cimorelli@ucc.edu).

All requests for accommodations from Union County College students, pursuant to Section 504 or the ADA, should be directed to Ms. Cimorelli.

### Employee, Guest, and Visitor Accommodation Requests

Mr. Vincent Lotano, Director of Human Resources, Section 504 Administrator and ADA Coordinator, MacDonald Hall, Room A-219; 908-709-7046; [vincent.lotano@ucc.edu](mailto:vincent.lotano@ucc.edu)

All requests for accommodations from Union County College employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Lotano, the Section

504 Administrator and ADA Coordinator. All matters, other than student accommodation requests and complaints, also may be directed to Mr. Lotano.

For further information please consult Union County College's Public Annual Notification at [www.ucc.edu/about/PublicAnnualNotificationND.aspx](http://www.ucc.edu/about/PublicAnnualNotificationND.aspx)

## Campus Locations

### Cranford Campus

1033 Springfield Ave.  
Cranford, NJ 07016-1599  
(908) 709-7000

### Elizabeth Campus

40 West Jersey St.  
Elizabeth NJ 07202-2314  
(908) 965-6000

### Plainfield Campus

232 East Second St.  
Plainfield, NJ 07060-1308  
(908) 412-3599

### Scotch Plains Campus

1700 Raritan Rd.  
Scotch Plains, NJ 07076  
(908) 889-2400

### Union County Workforce Innovation Business Center

Jersey Gardens Mall  
651 Kapkowski Road  
Elizabeth, NJ 07201  
(908) 355-4444

### Reeves-Reed Arboretum

165 Hobart Ave.  
Summit, NJ 07901  
(908) 273-8787 Ext. 15

## Non-Credit Program Staff

### Lisa Hiscano, Ed.D.

*Director, Continuing and Professional Education*

### Shirley Hollie-Davis

*Assistant Dean, Center for Economic and Workforce Development*

### Joanne Kula

*Assistant Director, Continuing Education*

### Annette Castro

*Office Manager/Coordinator,  
Continuing Education*

### Michelle Douglass

*Secretary, Continuing Education*

### Nancy Burke

*Marketing and Business Development,  
Industry-Business Institute*

### Denise Petrosky

*Training Operations Manager,  
Industry-Business Institute*

### Madeline Velez

*Secretary, Industry-Business Institute*

## Contact Information:

Continuing Education Main Number  
908-709-7600

Industry-Business Institute  
908-965-2358

Center for Economic and  
Workforce Development  
908-659-5169



**INDUSTRY-BUSINESS INSTITUTE**

40 West Jersey Street  
Elizabeth, NJ 07202

# Classes for Employees of New Jersey Businesses

Offered through our Industry-Business Institute at our Cranford, Elizabeth and Rahway Campuses

## Summer 2017 Computer Skills Classes

Our classes can be brought to your premises for ten or more employees in the same class. Our mobile computer lab makes this convenient for our clients.

Call us for details on how you can customize a program for your workplace at **908-527-7207** or email **ibi@ucc.edu**.

*All classes meet 8:30 a.m.–5:00 p.m. (8 hours with break)*

Class Name	Date	Campus
MS Excel Level 1	Thu, 6/15	Elizabeth
MS Excel Level 1	Wed, 8/16	Cranford
MS Excel Level 2	Thu, 6/29	Elizabeth
MS Excel Level 2	Wed, 8/30	Cranford
MS Word Level 1	Wed, 6/21	Cranford
MS Word Level 1	Thu, 7/27	Elizabeth
MS Word Level 2	Wed, 7/5	Cranford
MS Word Level 2	Thu, 8/10	Elizabeth
MS PowerPoint Level 1	Wed, 7/19	Cranford
MS PowerPoint Level 2	Wed, 8/2	Cranford
MS Outlook	Thu, 7/13	Elizabeth
MS Access Level 1	Wed, 6/7	Cranford
MS Access Level 1	Thu, 8/24	Elizabeth

## Summer 2017 Soft Skills Classes

### Verbal Communication Skills (12 Hours)

This workshop helps participants understand the impact that their communication skills have on other people. Participants will explore how improving these skills can make it easier for them to get along in the workplace, and in life.

### Written Communication Skills (12 hours)

This course is designed to assist customer service and other employees to better respond to quality complaints through the written word. Participants will learn how to identify important points in their writing and that of others, how to present a negative decision and related thought processes, and clearly document such information. E-mail "netiquette" will be emphasized through which students learn how to write to internal and external customers in a way that generates the most desired results. The course will be presented with a multicultural understanding in mind.

### Customer Service (12 hours)

In this course, participants learn the critical elements of customer service. Topics covered include: recognizing that service delivery is an individual response value, understanding how an individual's behavior impacts the behavior of others, developing more confidence and skill as a problem-solver, communicating assertively and effectively and making customer service a team approach.

*All classes meet 8:30 a.m.–12:30 p.m.*

Class Name	Date	Campus
Customer Service	Thu, 6/01–6/15	Elizabeth
Verbal Communications	Thu, 7/13–7/27	Elizabeth
Written Communications	Thu, 8/03–8/17	Elizabeth

Contact us for complete program information

Phone 908-965-2359

Email [ibi@ucc.edu](mailto:ibi@ucc.edu)

# Adult Registration Form

Please print clearly and complete all sections

**STUDENT DATA**

\_\_\_\_\_  
 Last Name First Name MI

\_\_\_\_\_  
 Street Address (including apartment number) (      )

\_\_\_\_\_  
 City/Town State Zip Telephone  Home  Work  Cell

\_\_\_\_\_  
 E-mail Address Signature of Authorization  
*I hereby certify that the information on this form is accurate and true.*

\_\_\_\_\_  
 Student ID Number Gender:  Male  Female Date of Birth (MM/DD/YYYY)

**CAMPUS PARKING**

- I decline campus parking
- I wish to have a permit for parking in Cranford  
*(Complete the information below and add \$10 parking fee)*
- I wish to have a permit for parking in Elizabeth  
*(Complete the information below and add \$65 parking fee)*

\_\_\_\_\_  
 License Plate Number State

\_\_\_\_\_  
 Year, Make and Model of Car  
*You must pick up your parking permit at the Public Safety Office,  
 at which time you will be required to show a current vehicle registration.*

The following questions are required by the U.S. Department of Health, Education, and Welfare, Title VI of the Civil Rights Act. Completion is voluntary.

**Sex:**  Male  Female

**Ethnicity:**  Hispanic  Non Hispanic  
 Declined to Identify

**Race:**  American Indian/Alaskan Native  
 Asian  
 Black/African American  
 Native Hawaiian/Pacific Islander  
 White  
 Declined to Identify

**COURSE SELECTIONS AND FEES**

Please enter your course selections

Course Code-Number	Section Number	Course Title	Start Date (MM/DD/YY)	Course Fee

<b>OFFICE USE ONLY</b>	Pay Code _____ Amount _____	<b>Parking Fee</b> (if applicable)	
	Date _____ Cashier _____	<b>Total</b>	

Make checks payable to **Union County College** and mail to:  
 Continuing Education, Union County College, 1033 Springfield Avenue, Cranford NJ 07016-1599  
 Phone (908) 709-7600 • Fax (908) 709-7070 • Email coned@ucc.edu



**NOTICES**

Students are responsible for being aware of and following the Code of Conduct found in the Union County College Student Handbook, available at [www.ucc.edu/go/handbook](http://www.ucc.edu/go/handbook).

Participants using the College Fitness Center are required to be in good physical condition without an impairment or ailment that would prevent them from engaging in active or passive exercise that would be harmful to their health, safety, comfort or physical condition. All participants should have their physician's approval to use the Fitness Center. Participants using the College Fitness Center facilities, services, programs or equipment do so at their own risk.

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

**CPR CLASSES**

**CPR, FIRST AID, AND AED CERTIFICATION COURSES**

**Program Chairperson: Michael Azzarello**  
**Email: info@lifetrainingllc.com**

Union County College now offers American Heart Association's courses for health care providers and/or anyone in the community looking to learn this life saving skill. Upon successful course completion of the Heart Saver or BLS Health Care provider course, participants will receive certification that is valid for two years.

**The American Heart Association (AHA) strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional material for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the association.**

**Training for Life is a training site of LifeForce USA's BLS multi-region community training center for the American Heart Association.**

**Heart Saver CPR/AED Course (American Heart Association) (4 hrs)**

This class is designed for non-healthcare providers and is intended for lay-rescuers, teachers, corporate personnel, or anyone else who wants to learn important CPR and use of an AED. Heartsaver® CPR AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve choking in an adult. This course teaches skills with AHAT's research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the students learning of skills. Certificate available upon completion.

AEHL 961 Sec 116 \$89  
 Mon 7/10 6:00-10:00 p.m.  
 Cranford

**BLS for Healthcare Providers—Classroom (American Heart Association) (4 hrs)**

This program combines discussion, video, and hands-on training for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings.

This course covers how to respond to breathing and cardiac emergencies in adult, children, and infants until more advanced medical personnel take over. Topics include: Primary assessment, ventilations, (Including use of CPR breathing barriers and use of BVMs, choking (Including conscious and unconscious), CPR (one and two rescuers), and AED. Certificate available upon completion.

AEHL 962 Sec 116 \$89  
 Mon 8/14 6:00-10:00 p.m.  
 Cranford

**EKG TECHNICIAN**

**EKG TECHNICIAN PROGRAM (116 HRS)**

An electrocardiogram is a record of the electrical activity of the heart. As an EKG Technician, you will perform electrocardiograms (EKGs) on patients in various medical facilities for interpretation and diagnosis by the physician. Upon completion of this program, you will be eligible to sit for the National HealthCareer Association (NHA) EKG Technician Certification Examination.

**Prerequisite:**

- AEHL 111—Part I: Anatomy and Physiology (36 hrs)
- AEHL A11—Part II: Anatomy and Physiology (32 hrs)

**Note:** Part I must be taken before the required EKG class and Part II can be taken before or concurrently.

**Required Courses:**

- AEHL 147—EKG Technician (48 hrs)

**Recommended Elective**

- AEHL 959—Basic Certifications Package (16 hrs)

**Part I: Anatomy and Physiology (36 hrs)**

In this course, you learn basic anatomy and physiology and an overview of medical terminology. Topics include the integumentary, skeletal, muscular, lymphatic, cardiovascular and circulatory systems from the perspective of structure, processes and regulation. This course is a prerequisite for the Phlebotomy Technician Certificate and the EKG Technician Certificate.

**Program requirements: Textbook required for first class; available at College bookstore.**

AEHL 111 Sec 276 \$395  
 Mon, Wed 6/26-8/09 6:00-9:00 p.m.  
 (no class 7/03 & 7/05)  
 Elizabeth

**Basic Certifications Package (16 hrs)**

See page 14 for course description.

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**It's Convenient**

**www.ucc.edu/noncredit/  
 instanenrollment.aspx**



## EMERGENCY MEDICAL TECHNICIAN

### EMERGENCY MEDICAL TECHNICIAN—BASIC (220 HRS)

**Program Chairperson: Laurie Sheldon**  
**Email: sheldon@ucc.edu**

This program meets the requirements of the National Highway and Transportation Emergency Medical Technician Safety Administration's Emergency Medical Technician-Basic: National Standard Curriculum.

This course is designed to instruct you to the level of Emergency Medical Technician Basic (EMTB) and to introduce all the necessary skills to provide emergency medical care at a basic life support (BLS) level with an ambulance or other specialized service. Upon successful completion of this program, you will be eligible to take the New Jersey certification exam, which is required to act as an EMT in NJ.

Cost: \$1,350 **OR** NJ Training Fund Certificate of Eligibility (for eligible First Aid Squad volunteers).  
 Prerequisite: Current CPR/certification at the healthcare/professional level by the American Heart Association, American Red Cross, or the National Safety Council.

**Required text: *Emergency Care, 12th Edition* by Limmer. Book is available at the Plainfield Campus Bookstore.**

This course is held in the Plainfield Annex.

**Please note:** Students need to have access to a computer for online assignments.

Mandatory Orientation			
Wed	5/17	6:00-8:00 p.m.	
Plainfield, Rm 111			
AEHL 100 Sec 370 \$1,350			
Mon, Wed	5/21-8/02	8:30 a.m.-5:00 p.m.	
Plainfield			
AEHL 100 Sec 390 \$1,350			
Tue, Thu, Fri	5/25-7/06	8:30 a.m.-5:00 p.m.	
Plainfield			

## MEDICAL BILLING AND CODING PROFESSIONAL

### MEDICAL BILLING AND CODING PROFESSIONAL (230 HRS)

Medical Billing and Coding Specialists organize and manage health information data by ensuring its quality, accuracy, accessibility and security in both paper and electronic systems. They utilize coding languages to categorize various diseases and treatments and may also review billing and insurance claim files and recommend them for approval or further investigation, subsequently providing information to ensure accurate insurance reimbursement. This program teaches the required coding languages to become a Medical Billing and Coding Specialist. Students will learn both diagnostic (ICD-10) and procedural coding (CPT-4), in addition to anatomy and physiology, procedural terminology, and medical billing.

This program requires you to have a high school diploma or the equivalent prior to enrolling. **Also highly recommended are basic secretarial skills, minimum typing of 35 wpm and basic computer knowledge and basic math skills.**

Students are advised to contact the American Health Information Management Association (AHIMA) and/or the American Association of Professional Coders (AAPC) with regard to certification information after completion of this program.

**Prerequisite:**

- AEHL 135—Anatomy and Medical Terminology for Billers and Coders (50 hrs)

**Required Courses:**

- AEHL 136—ICD-10-CM and ICD-10-PCS Coding (60 hrs)
- AEHL 137—Understanding Medical Insurance/HIPAA (50 hrs)
- AEHL 138—CPT-4 Coding (40 hrs)
- AECO A61—Computerized Medical Billing (MediSoft v.18 Software) (30 hrs)

**NOTE:** Not all courses are offered every term.

### Understanding Medical Insurance/HIPAA (50 hrs)

This class introduces the student to the processes of medical insurance billing. Topics include HIPAA, managed care systems, private insurance, medical costs and reimbursement. The instructor leads discussions on medical billing basics, health insurance claim forms, claims submission and the reimbursement process. Procedural coding is briefly discussed. This course is taught through lecture and practice exercises.

**Prerequisite: Anatomy and Medical Terminology for Billers and Coders.**

**Program requirements: Textbook required for first day of class; available at the college bookstore.**

AEHL 137 Sec 276		\$625
Mon, Wed	6/19-8/21	6:00-9:00 p.m.
(no class 7/03 & 7/05)		
Elizabeth		

### Computerized Medical Billing (Medisoft Software) (30 hours)

This class introduces the student to a computerized healthcare environment using Medisoft Software. The course covers basic skills in applications, HIPAA (Health Insurance, Portability and Accountability Act), electronic health record processes, security, and issues. Students gain on-hands experience of the medical billing cycle through the use of sample patient demographics and financial data. Training modules include: entering patient information, working with patient cases, entering charge transactions, claim management features, handling patient records and transactions, and setting up appointments/scheduling.

**Prerequisite: Anatomy and Medical Terminology for Billers and Coders. Computer/keyboard experience required. Minimum typing speed 35 wpm.**

**Textbook required for first day of class; available at Union County College bookstore.**

AECO A61 Sec 296		\$375
Mon, Wed	8/28-9/06	6:00-9:00 p.m.
and		
Sat	9/09-10/21	9:00 a.m.-12:00 p.m.
(no class 9/04)		
Elizabeth		



## Classes for Personal Trainers!

If you're a personal trainer who wants to expand your client base, learn more about working with special populations and how to counsel your clients on nutrition. These classes are offered in partnership with World Instructor Training Schools (W.I.T.S.).

We also offer a Personal Trainer National Certification class.

For more information, see page 14.



### CPT-4 Coding (40 hrs)

Procedural codes identify the various procedures and services performed for patients by healthcare providers. The use of the CPT codes allows healthcare providers to communicate effectively with insurance companies about the procedures and services provided to the patient. In this course, students learn each section of the CPT manual, including Guidelines. Students gain extensive practice using a series of clinical scenarios that stimulate real medical records.

**Prerequisite: Anatomy and Medical Terminology for Billers and Coders**

**Textbooks (2) required for first day of class; available at Union County College bookstore.**

AEHL 138 Sec 286 \$480  
Tue, Thu 8/29-10/19 6:00-8:30 p.m.  
Elizabeth

## REGISTER ONLINE!

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[www.ucc.edu/noncredit/  
instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx)

## PATIENT CARE TECHNICIAN

### PATIENT CARE TECHNICIAN CERTIFICATE (317 HRS)

The Patient Care Technician Assistant plays a key role in the any allied health care facility. Patient Care Technicians are authorized to administer basic medical care to patients. Multi-skilled Patient Care Technicians will provide quality care to patients by assisting with ADLs (activities of daily living), taking vital signs, assisting with medical examinations and treatment. Additional responsibilities of the PCT may include EKG and phlebotomy. Work places include physician's offices, clinics, nursing homes, medical centers, and hospitals. In this course, students will learn collaboration and patient management processes, body mechanics, vital signs, ambulatory care and patient positioning for treatment and rehabilitation.

Upon completion of these courses, students will be awarded the Patient Care Technician Certificate:

#### Prerequisites:

- AEHL 111—Part I: Anatomy and Physiology (36 hrs)
- AEHL A11—Part II: Anatomy and Physiology (32 hrs)
- AEHL 147—EKG Technician (48 hrs)
- AEHL 146—Phlebotomy Technician (90 hrs)
- AEHL 133—Medical Office Procedures (20 hrs)
- AEHL 134—Pharmacology and Drug Interaction (15 hrs)
- AEHL 959—Basic Certifications Package (16 hrs)

#### Required Courses:

- Patient Care Technician Part I (30 hrs)
- Patient Care Technician Part II (30 hrs)

At the conclusion of the "Patient Care Technician Certificate Program" the student will have the opportunity to take exams to obtain the following certifications (additional study material is recommended to prepare for any national certification examination):

- National Certified EKG Technician (CET) through NHA
- National Certified PHL Technician (CPT) through NHA
- National Certified Medical Administrative Assistant (CMAA) through NHA
- BLS CPR Certification through the American Heart Association (AHA)
- First Aid Certification through the American Health and Safety Institute (AHSI)
- BloodBorne Pathogens Certification through the American Health and Safety Institute (AHSI)
- National Certified Patient Care Technician (CPCT) through NHA

### Prerequisites

#### Part I: Anatomy and Physiology (36 hrs)

See page 15 for course description.

#### Basic Certifications Package (16 hrs)

See page 14 for course description.

#### Phlebotomy Technician (90 hrs)

See page 18 for course description.



## PHLEBOTOMY TECHNICIAN

### PHLEBOTOMY TECHNICIAN CERTIFICATE (158 HRS)

Phlebotomists are medical professionals who gather blood samples from patients for correct diagnosis and treatment. Many phlebotomists work in hospitals, medical practices, or other healthcare facilities. As a student, you will be required to perform 30 successful venipunctures and 10 successful capillary sticks prior to program completion. Upon completion of this program, you will be eligible to sit for the National HealthCareer Association (NHA) Phlebotomy Technician Certification Examination.

#### Prerequisite:

- AEHL 111—Part I: Anatomy and Physiology (36 hrs)
- AEHL A11—Part II: Anatomy and Physiology (32 hrs)

**Note:** Part I: Anatomy and Physiology must be taken before the main Phlebotomy Technician class; Part II: Anatomy and Physiology can be taken before or concurrently.

#### Required Courses:

- AEHL 146—Phlebotomy Technician (90 hrs)

#### Recommended Elective

- AEHL 959—Basic Certifications Package (16 hrs)

#### Program requirements:

- Textbook required for first class; available at College bookstore.
- Students must wear scrubs and closed-toe shoes in class.

### Part I: Anatomy and Physiology (36 hrs)

See page 15 for course description.

### Basic Certifications Package (16 hrs)

See page 14 for course description.

## Online Learning

### ONLINE CAREER CERTIFICATE PROGRAMS

Learn from YOUR computer, on YOUR schedule, with the convenience of anytime, anywhere learning! More than a hundred certificate programs are offered in partnership with Gatlin Education Services. Online open enrollment programs are convenient and provide the professional skills required for many in-demand occupations.

These online certificate programs provide an effective web-based learning experience. Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer-graded tests.

**Inquire, investigate and register online at: <http://careertraining.ed2go.com/ucc/>**

The following online certificate program courses are offered under the following categories:

- **Healthcare and Fitness Programs**
- **Business and Professional Programs**
- **IT and Software Development Programs**
- **Media and Design Programs**
- **Hospitality and Gaming Programs**
- **Skilled Trades and Industrial Programs**
- **Sustainable Energy and Going Green**

### Online Individual Courses

Enroll today in one of these interactive, online classes. Courses are six weeks long, and are delivered in an online, interactive format, via your own Internet service provider. Two lessons are posted each week, Wednesday and Friday, in an online classroom for a total of twelve lessons.

You don't have to be online when the lessons are posted. You can access your online classroom 24 hours a day and complete your assignments and ask questions from the convenience of your home or office.

General prerequisites for all online courses are: Experience using and access to e-mail and the Internet, an e-mail address, Windows 7 or, 2010, 2013 MX, or XP. For specific course requirements, visit [www.ed2go.com/UCC](http://www.ed2go.com/UCC).

Register and pay online at [www.ed2go.com/UCC](http://www.ed2go.com/UCC). Be sure to include your correct e-mail address when registering. For additional information, call 908-709-7600.

### Online Career Programs

- **Accounting**
- **Personal Finance and Investments**
- **Business Communication**
- **Computers**
- **General Business Skills**
- **Grant Writing**
- **Management and Leadership**
- **Nonprofit**
- **Project Management**
- **Sales and Marketing**
- **Start Your Own Business**
- **Digital Photography**
- **Web Design**
- **Health Care and Medical**

### Online General Interest Courses

- **Arts**
- **Creative Writing**
- **Languages**
- **Publishing**
- **LSAT Preparation**
- **Teaching and Education**
- **Technology**
- **Writing and Publishing**

# Transportation, Logistics and Distribution

## COMMERCIAL DRIVER TRAINING

### Smith & Solomon

#### Commercial Driver Training

To obtain a commercial drivers license, you are required to pass a written permit test and a driver road test. This class will include one week of classroom instruction and three weeks of yard and road training in preparation for these tests. Instruction covers general knowledge, air brakes, combination vehicles, hazardous materials, tankers and doubles and triples. A passenger endorsement is offered for those wishing to drive a bus. Prerequisites include passing a D.O.T. physical and drug screen, and fingerprinting for bus candidates. All students must be over 18 years of age.

Courses include:

- CDL A-Tractor Trailer Driving
- CDL B-Straight Truck Training
- CDL B with Passenger Endorsement–Bus Training
- CDL A Plus Passenger Endorsement–Tractor Trailer and Bus Training

For course descriptions and prices please see pages 4.

## LOGISTICS

### Introduction to Logistics (48 hrs)

In this 48-hour Introduction to Logistics Program students learn math specific to the industry (including the metric system), practice their map reading skills and test their knowledge of world geography. Communications skills, customer service, team building and logistics vocabulary are all part of this curriculum. In addition, industry specific documentation such as airway bills, export forms and commercial invoices are introduced as well as MRP and TMS software.

The course will include:

- Geography
- Basic Measurement
- Interpersonal Skill Development
- Industry Specific Skills
- Logistics
- Process Flow
- Import/Export
- Inventory Principles
- Forms: Airway Bills, Invoices, Letters of Credit
- Customs, Borders and Protection Agency Regulations
- MRP and TMS Computer Software

Prerequisite: HS Diploma or GED, TABE 6th grade.

For more information contact Lisa Hiscano at Hiscano@ucc.edu or (908) 709-7048.

## SUPPLY CHAIN MANAGEMENT

### Supply Chain Management Training

Union County College offers a Supply Chain Management Training program as part of a national consortium of colleges and universities. Classes are offered during daytime and evening hours and include the exam.

This program, upon completion and success on the exam, leads to certification by the Council of Supply Chain Management Professionals in any or all of eight (8) subjects which include: Supply Chain Management Principles; Customer Service Operations; Warehouse Operations; Transportation Operations; Demand Planning; Inventory Management; Procurement; and Manufacturing and Service Operations. Each is a 40 hour course of classroom training led by instructors with experience in supply chain management within industry. This training prepares the student for entry level or mid-level positions in a variety of functional business areas. The courses offer front line and management employees an additional professional certification for career enhancement and for increased responsibilities and advancement.

This program is offered under a TLD Talent Development Center grant from the New Jersey LWD. Classes can be brought to companies for groups of employees onsite with flexible scheduling to meet the needs of the workplace. Ideally situated near the ports of Elizabeth and Newark, Union County College recognized the need for skilled workers to fill jobs. More than one (1) in every ten (10) jobs in New Jersey is in this Transportation, Logistics and Distribution sector (TLD).

Individuals please contact Nancy Burke at 908-527-7207 or burke@ucc.edu

## REGISTER ONLINE!

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[www.ucc.edu/noncredit/  
instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx)

# Test Preparation Courses

## GED Preparation Courses

### GED Preparation (48 hrs)

Boost your skills and develop a reliable study program for the four areas required to obtain your GED: Reasoning through Language Arts; Mathematical Reasoning; Science; and Social Studies. You should be prepared to do work at home as well as in class. Learn strategies to maximize your chances for success.

**For your convenience, all books and required materials are available at the college bookstore. (908) 709-7619**

AETP 124 Sec 277 \$329  
Mon, Wed 6/12-9/11 7:00-9:00 p.m.  
(no class 7/03, 7/05 & 9/04)  
Elizabeth

## Praxis

### PRAXIS II PREPARATION

The Praxis Series is designed to be used in connection with other criteria by state authorities for the purpose of licensing education professionals. Subject Assessments measure candidates' knowledge of the subjects they will teach, as well as instructional strategies and skills. For those who have been away from the academic environment, or would simply like to sharpen their skills, test preparation assistance is also available for mathematics and science.

### Praxis: Elementary Education Content Knowledge (30 hrs)

This course is designed to prepare prospective elementary school teachers for the Praxis II requirement. This course will focus on the four content areas addressed in the Elementary Education Content Knowledge Exam, Reading/Language, Mathematics, Social Studies and Science. Participants will also benefit from the test-taking skills workshop which will guide students on how to analyze test questions and develop proven test-taking strategies.

**Book available at Union County College bookstore; must be purchased prior to the class.**

AETP 164 Sec 276 \$450  
Mon, Wed 7/10-8/09 6:00-9:00 p.m.  
Elizabeth



## TAACCCT-NJPREP GRANT

**Interested in a career in healthcare? The TAACCCT-NJPREP Grant at Union County College provides access to skills training in healthcare for eligible adults. Are you currently working in the healthcare field?** You can build on your experience and gain nationally recognized certifications to earn a higher salary. TAACCCT-NJPREP offers eligible students the opportunity to move on to earn credit towards Practical Nursing Certificate and/or an Associate's Degree in Health Science. Start your new career with a training program in healthcare!

### Certificate Programs include Pharmacy Technician

TAACCCT-NJPREP does not cover the cost of textbooks, medical supplies, certification fees, or uniforms. Training is provided by the Department of Continuing and Professional Education at Union County College.

TAACCCT-NJPREP Eligibility Requirements:

- U.S. Citizen
- Adult over age of 18
- No Criminal Record
- Minimum 9th Grade Proficiency on the TABE in Reading and Math

No Previous Healthcare Experience Required!

**Contact Mary Malangone, Grant Services Generalist, at 908-412-3556**

**TAACCCT-NJPREP Office • Union County College**

**Email: [mary.malangone@ucc.edu](mailto:mary.malangone@ucc.edu)**

**Not sure if a career in healthcare is for you?**

**Sign up for the Health Professions Smart Start class.**

**Ask Mary for details.**

The Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant is funded through the United States Department of Labor. TAACCCT is available at Union County College through its partnership with The New Jersey Health Professions Pathways to Regional Excellence Project (NJ-PREP). NJ-PREP is a consortium of 12 community colleges, over 20 employers, and 10 local WIBs in the State of New Jersey to create pathways to new careers in healthcare.



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**[www.ucc.edu/noncredit/  
instantenrollment.asp](http://www.ucc.edu/noncredit/instantenrollment.asp)**

# Leisure and Personal Development

## CPR

### CERTIFICATION COURSES

Need CPR or First Aid Certification? Is your current certification about to expire? Look no further, Union County College now offers American Heart Association's courses for health care providers and/or anyone in the community looking to learn this life saving skill. Upon successful course completion of the Heart Saver or BLS Health Care provider course, participants will receive certification that is valid for two years.

**The American Heart Association (AHA) strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional material for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the association.**

**Training for Life is a training site of LifeForce USA's BLS multi-region community training center for the American Heart Association.**

### Heart Saver CPR/AED Course (American Heart Association) (4 hrs)

See page 15 for course details

### BLS for Healthcare Providers— Classroom (American Heart Association) (4 hrs)

See page 15 for course details

## Foreign Language

### LEVEL 1 CLASSES

Level 1 classes will teach foreign language skills essential for communicating with co-workers, clients or even on a trip to another country. Instruction in elementary grammar and useful daily expressions will be presented as will culture and geography.

### LEVEL 2 CLASSES

After a basic review of the first level, level 2 classes will teach more advanced dialogue and grammar. Class activities include interactive exercises, role-playing, and exposure to customs, holidays, and cuisine. Viewing a movie with subtitles may also be presented in class.

#### Spanish 1 (15 hrs)

AELA A10 Sec 137		\$159
Wed	6/07-7/19	7:00-9:30 p.m.
(no class 7/05)		
Cranford		

#### Spanish 2 (15 hrs)

AELA B10 Sec 137		\$159
Wed	7/26-8/30	7:00-9:30 p.m.
Cranford		

## Fitness

### Zumba Toning (10 hrs)

Zumba is a dance inspired, total body, fat burning workout that fuses Latin rhythms and easy to follow moves to create a one-of-a-kind exhilarating fitness experience. Additionally, Zumba fanatics have a blast in each calorie burning, body energizing class and as a result, achieve long-term benefits with their overall health. It's so much fun; you'll forget you're working out. Partner not necessary.

AEEEX 531 Sec 116		\$109
Mon	6/05-8/14	6:30-7:30 p.m.
(no class 7/03)		
Cranford		

### Abdominal/Core Strengthening (5 hrs)

This class is specifically designed to target those hard to beat belly bulges and unwelcome muffin tops. The exercises will concentrate on strengthening the entire core, from shoulders to hips and everything in between, (front, back and sides). The result will be better posture, balance and core strength. All fitness levels are welcome.

AEEEX 532 Sec 117		\$59
Mon	6/05-8/14	7:30-8:00 p.m.
(no class 7/03)		
Cranford		

## Music

### Guitar: Part 1 and 2 (12 hrs each part)

**Part 1** This beginning guitar class will teach students the basics of guitar playing. The class can also serve as a refresher course. Bring your own six-string acoustic guitar and picks (light, medium and heavy) to class. Other materials will be assigned. Register early, enrollment limited to 15 students.

**Part 2** This class is for those who have recently taken beginning guitar or who have had some experience playing guitar previously. It offers a relaxed environment, small class size and a joyful exploration of the instrument with an opportunity to advance at your own pace. Learn new chord progressions and scales; how to read tablature and basic notation for guitar; picking and strumming techniques used in different styles of playing; and how to write your own songs. Register early, class size is limited.

Part 1		
AEPA A10 Sec 126		\$129
Tue	6/06-8/01	6:00-7:30 p.m.
(no class 7/04)		
Cranford		

Part 2		
AEPA B10 Sec 126		\$129
Tue	8/08-9/26	6:00-7:30 p.m.
Cranford		





# Youth Programs for Summer 2017

Get ready for a summer of learning, fun, and activity! The youth summer program offers classes for students ages 11–18.

All classes take place on the Cranford campus. For 11–13-year-olds, classes take place in the morning, while classes for 14+-year-olds take place in the afternoon.

**Schedule:** Classes take place Monday through Thursday. No classes will run July 3–July 6.

**Student Drop-off/Pick-up:** For all students enrolled in a class, parents/guardians must go to the classroom to drop off and pick up children at the assigned classroom. Children must be picked up on time.

## Acting

We are pleased to partner with the Union County Performing Arts Center to offer creative projects that will allow students to foster their acting skills.

### Acting (24 hrs)

Ever wanted to be in Broadway show? Do you love the feeling of being on stage? Whether you're an aspiring actor or looking to try something new, this performance oriented class will provide an exciting and energetic introduction to Musical Theatre. Students will receive instruction in voice, acting, dance and improvisation. The class will culminate in a musical performance directed by a musical theatre professional!

AGES 11-13			
AEKE 024 Sec 190			\$275
Mon-Thu	7/31-8/10	9:00 a.m.-12:00 p.m.	

### New!

## WICKLINE CASTING

We are pleased to partner with Wickline Casting to deliver classes that will introduce students to the film and television industry.

### Intro to Film and TV (24 hrs)

Students will work as cast and crew teams in this cool class/camp. Kids learn basic levels of acting, directing and operating the camera. Script writing, storyboarding and improvisation will also be introduced. They will work on lots of projects as commercials, film scenes, music videos and public service announcements. Each day is different as they create their very own original projects. They will truly learn the basics of the biz. (All footage is sent to a professional editor and parents have the option to order a USB after camp, as a keepsake.)

AGES 11-13			
AEKE 005 Sec 190			\$450
Mon-Thu	7/24-8/03	9:00 a.m.-12:00 p.m.	

AGES 14+			
AEKD 005 Sec 191			\$450
Mon-Thu	7/24-8/03	1:00-4:00 p.m.	

## Art and Photography

### The Artist Within:

#### Drawing and Sketching (12 hrs)

Develop your drawing skills through a variety of assignments: wild life, landscapes, and portraits. Explore different styles: abstract, realism and impressionism. Materials to be purchased by student prior to first day of class: 11"x14" sketchpad, pencils and 24-pack of pastels.

AGES 11-13			
AEKE 002 Sec 190			\$195
Mon-Thu	6/26-6/29	9:00 a.m.-12:00 p.m.	

AGES 14+			
AEKD 727 Sec 191			\$195
Mon-Thu	6/26-6/29	1:00-4:00 p.m.	

#### Design Your Own Comic Book (24 hrs)

Learn about developing characters, structuring a story, designing the visual layout and developing eye-catching covers. Materials needed: 11"x14" spiral sketchpad, pencils: H, 2H, B, 2B, color pencils, erasers and 24-pack of markers.

AGES 11-13			
AEKE 505 Sec 190			\$275
Mon-Thu	7/24-8/03	9:00 a.m.-12:00 p.m.	

### New!

## IMMA PHOTOGRAPHY

We are pleased to partner with Imma Photography to deliver photography classes that will introduce students to this art medium.

### Photography Art Camp (24 hrs)

Students will learn how to improve their photography skills, understand what makes a good photographer and how to use a camera beyond auto-mode. At the conclusion of this course, students will have an appreciation of photography, with an understanding of theory and concepts about this art form.

AGES 11-13			
AEKE 007 Sec 190			\$400
Mon-Thu	7/17-7/27	9:00 a.m.-12:00 p.m.	

AGES 14+			
AEKD 007 Sec 191			\$400
Mon-Thu	7/17-7/27	1:00-4:00 p.m.	



**BLACKROCKET**  
Launch Your Creativity

Classes for ages 11-13 and 14+

We are pleased to partner with Black Rocket to deliver educational and fun classes designed to mirror real experiences and the collaborative nature of the creative process. Students will work in pairs or teams for most of the programs.

### Make Your First Video Game! (12 hrs)

If you love playing video games, this is the camp for you! Make your first video game in this one-of-a-kind class that shows you the crucial keys to designing your first 2D game. Conceptualization, play experience, challenge levels, graphics and elements, music and sound, software, and simple coding are just some of the concepts that we'll explore as you learn how to really get into the game because you made it yourself! **Student-created games will be available on a password protected Black Rocket website to share with friends and family.**

AGES 11-13			
AEKE 914 Sec 190			\$205
Mon-Thu	6/26-6/29	9:00 a.m.-12:00 p.m.	

### Video Game Animation (12 hrs)

Take your game design to the next level by creating and animating your own character sprites, objects, and background. Start with a name, develop the character's personality, signature moves, special powers, and a story line. Finish with a fully animated character to be used in future games. Students do not need any prior experience in game design, animation, or sketching.

**Student-created animations will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers, Mac versions can be created after the program for \$15.00 conversion fee.**

AGES 14+			
AEKD 514 Sec 191			\$205
Mon-Thu	6/26-6/29	1:00-4:00 p.m.	

### App Attack! Make Your First Game App (12 hrs)

Take the first steps into the world of mobile app design and customize your own game app! Using a specialized game development tool, students will explore the world of phone-based and tablet applications. In addition to learning the basics of mobile app design and game development, you will also see firsthand how the world of App's publishing functions. **Student-created apps will be accessible on a private site and can be played on any mobile device or computer.**

Parents may choose to publish apps if certain criteria are met and final decisions are the sole discretion of Apple or Google.

AGES 11-13  
AEKE 816 Sec 190 \$205  
Mon-Thu 7/17-7/20 9:00 a.m.-12:00 p.m.

AGES 14+  
AEKD 816 Sec 191 \$205  
Mon-Thu 7/17-7/20 1:00-4:00 p.m.

### Make Your First 3D Video Game! (12 hrs)

By popular demand, we are now offering a 3D game design class. This experience allows you to develop a game concept that goes well beyond the limitations of the traditional 2D game design classes. Students will learn the physics behind 3D games, explore beginner event scripting, level design, controlling flow of gameplay, and storytelling. **Student-created games will be available on a password protected Black Rocket website to share with friends and family.**

AGES 11-13  
AEKE 946 Sec 190 \$205  
Mon-Thu 7/24-7/27 9:00 a.m.-12:00 p.m.

AGES 14+  
AEKD 946 Sec 191 \$205  
Mon-Thu 7/24-7/27 1:00-4:00 p.m.

### Minecraft Modders (12 hrs)

Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mod! Introductory coding will also be taught through a simulated environment inspired by Minecraft. **Student projects will be available on a Black Rocket website to share with friends and family. To access their project at home students must own a PC/MAC version of Minecraft. Tablet, phone, and game console version of Minecraft are not compatible. Students will work in teams for most of the program.**

AGES 11-13  
AEKE 306 Sec 190 \$205  
Mon-Thu 8/07-8/10 9:00 a.m.-12:00 p.m.

### Code Breakers (12 hrs)

Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML5, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Whether you want to be the next Mark Zuckerberg or the 15-year-old high school student who just made one million dollars for programming in his bedroom, this course has the essentials you need to begin your journey. **Student**

projects will be available on a Black Rocket website to share with friends and family.

AGES 11-13  
AEKE 305 Sec 190 \$205  
Mon-Thu 8/14-8/17 9:00 a.m.-12:00 p.m.

AGES 14+  
AEKD 305 Sec 191 \$205  
Mon-Thu 8/14-8/17 1:00-4:00 p.m.

### Minecraft Animators (12 hrs)

Bring your favorite Minecraft characters to life in an animated short film! Learn how studios like Pixar and Disney make movies like *Inside Out* and *Frozen* through using techniques like key framing, tweening, texturing, and animating rigged 3D models! **Student projects will be available on a Black Rocket website to share with friends and family. You do not need to own a Minecraft account to use the software in this class. Students will work in pairs or teams for most of the program.**

AGES 11-13  
AEKE 917 Sec 190 \$205  
Mon-Thu 7/31-8/03 9:00 a.m.-12:00 p.m.

### Minecraft Designers (12 hrs)

If you love the game Minecraft, and always wanted to design your own world, this class is for you! Learn how to create a custom map, the basics of creating 3D models using a new software to design your very own objects, how to build with Redstone and Command blocks, and create custom textures for you to import at home or share with friends. **To access their project at home students, must own a PC/MAC version of Minecraft. Tablet, phone, and game console versions of Minecraft are not compatible. Parent email address is required to use 3D modeling software. Students will work in pairs or teams for most of the program.**

AGES 14+  
AEKD 009 Sec 191 \$205  
Mon-Thu 7/31-8/03 1:00-4:00 p.m.

### New!

### Game Labs (12 hrs)

For serious gamers only! Beyond 2D and 3D, now it's time to take it to another level by competing with the world! Students will develop games with a partner using a unique game engine. Students will learn advanced level editing, simple 3D modeling, intermediate event scripting and the impact of game play on user experience. Students will work in pairs or teams for most of the program. **System requirements for home experience: 2GB of RAM, and 2.0GHZ processor.**

AGES 14+  
AEKD 010 Sec 191 \$205  
Mon-Thu 8/07-8/10 1:00-4:00 p.m.

### New!

### Virtual Reality: The Future is Now (12 hrs)

Embark on an EPIC adventure in virtual reality! In this cutting edge class, you will learn the foundations of VR design by creating your own virtual worlds, exploring simulated environments, and crafting memorable 3D experiences. At the end of the week, take home your first cardboard VR headset to show friends and family the new worlds you created. VR projects can be viewed on a website or a mobile device. Students do not need a mobile device to take the class, but to use the VR headset at home a camper will need access to an Android or Apple mobile device. Students will work in pairs or teams for most of the program. **There is an additional \$19 lab fee for the VR headset.**

AGES 11-13  
AEKE 008 Sec 190 \$260  
Mon-Thu 7/10-7/13 9:00 a.m.-12:00 p.m.

AGES 14+  
AEKD 008 Sec 191 \$260  
Mon-Thu 7/10-7/13 1:00-4:00 p.m.

## Filmmaking



We are pleased to partner with Incrediflix to provide new, innovative and exciting filmmaking classes!

### Advanced Minecraft Flix (12 hrs)

You love Minecraft! Let your imagination be your guide as you turn the popular video game into an exciting Minecraft movie. Using stop-motion animation you will bring Steve, the creepers, animals and more to life. Students will write, storyboard, shoot and add voice-over in age-appropriate groups.

**\*Flix downloadable within a month after camp ends.**

AGES 14+  
AEKD 014 Sec 191 \$260  
Mon-Thu 6/26-6/29 1:00-4:00 p.m.

### Advanced Live Action Flix (12 hrs)

Do you want to have a blast making a movie? Let us take you from "Action" to "That's a wrap!" We'll guide you through the Hollywood process as you brainstorm, location scout, bring in props and costumes, act, and direct in a collaborative movie that is fun for the entire audience.

AGES 14+  
AEKD 015 Sec 191 \$260  
Mon-Thu 7/10-7/13 1:00-4:00 p.m.

## Youth Programs

### Stop Motion Tricks and Effects (12 hrs)

Begin your stop motion movie making career with a BANG! Ever wonder how they do that "cool effect"? We can teach you! In this program we pull back the curtain and reveal how stop-motion movie magic is made as kids will learn how to create special effects for their stop motion movies. Kids will work in groups to create and film effects from water to fire or even flying!

**\*Flix downloadable within a month after camp ends.**

AGES 14+  
AEKD 016 Sec 191 \$260  
Mon-Thu 7/17-7/20 1:00-4:00 p.m.

## Math

### Middle School Math Review (24 hrs)

This course is designed to review each of the New Jersey Core Curriculum Content math standards for middle school students. Students will review numerical operations, geometry and measurement, algebra, data analysis and mathematical processes.

AGES 11-13  
AEKE 117 Sec 190 \$275  
Mon-Thu 7/24-8/03 9:00 a.m.-12:00 p.m.

### Algebra Review (24 hrs)

This course addresses the material covered in a middle or high school Algebra course. Through interactive lessons and practice problems, students will strengthen their Algebra knowledge. Students will be pre-tested to determine their proper level and need.

AGES 14+  
AEKD 115 Sec 191 \$275  
Mon-Thu 7/24-8/03 1:00-4:00 p.m.

## Super Science

Classes for ages 11-13 and 14+

**New!**

### Chemical Wizardry (12 hrs)

Get ready for a fun-filled "magical" laboratory experience Harry Potter style. Enjoy making Flubber, Silly Putty, Super Hi-Bounce balls, and more. Have fun making light inside of a glow bottle, a mushroom monster, play dough, Glowing Goo, and even a tie-dye style shirt. We will create atomic worm polymers and lava lamp-like blobs. We will also demonstrate the Big Bang Cannon, Diet Coke and Mentos Geyser, Magic Genie in the bottle, and more. All campers will take home a mini-chemistry kit and recipe booklet.

**Please bring a 100% white cotton T-shirt to the second class.**

AGES 11-13  
AEKE 026 Sec 190 \$205  
Mon-Thu 7/10-7/13 9:00 a.m.-12:00 p.m.

**New!**

### Junior Physicians (12 hrs)

Discover the anatomy of the world's most complicated system - the human body! In this program, kids will find out what it's like to journey through the human body. Explore the science behind blood, bones, how a model of the human body works, and more. Participants will test for blood types, make a map of their tongue, perform simulated heart and brain surgery, and more.

AGES 11-13  
AEKE 027 Sec 190 \$205  
Mon-Thu 7/17-7/20 9:00 a.m.-12:00 p.m.

**New!**

### CSI: Crime Scene Investigation (12 hrs)

Become a Super Science Sleuth! Learn about forensics, crime scene investigations, and crime lab chemistry as you perform experiments designed to show you just how those tricky cases are solved. Search for evidence, gather clues, and discover how science can help solve a mystery! Dust for and classify fingerprints, analyze hand writing, test for blood type and DNA using simulated blood, and use "Glow Blood" to see where humans can't see. Examine hair and clothing fibers, practice chemistry to identify mystery substances, and much more.

AGES 11-13  
AEKE 028 Sec 190 \$205  
Mon-Thu 7/24-7/27 9:00 a.m.-12:00 p.m.

**New!**

### STEM Challenges (12 hrs)

In this engineering camp, you will have fun integrating Science, Technology, Engineering, and Mathematics by building and designing a wide range of gadgets, inventive machines, towers, crazy contraptions, and more. Projects include: The Great Tower Challenge, the Standing Cup Pyramid Challenge, Egg Drop Challenge, Wooden Coaster Challenge, Structural Engineering Challenge, Magnificent Marble Machine, and a host of other fun contests designed to bring out the engineer in you!

AGES 11-13  
AEKE 029 Sec 190 \$205  
Mon-Thu 7/31-8/03 9:00 a.m.-12:00 p.m.

**REGISTER ONLINE!**

**It's Fast! It's Easy!**

**It's Convenient**

**[www.ucc.edu/noncredit/instantenrollment.asp](http://www.ucc.edu/noncredit/instantenrollment.asp)**

## Test Prep

Get a jump on test taking strategies and fundamentals that will enhance your abilities and help improve test scores. All courses are taught by NJ Certified Teachers.

### SAT (24 hrs)

Learn important test-taking strategies and prepare to take the SAT in the Fall. Specific concepts covered include math, verbal and writing. Course price includes the book.

AGES 14+  
VERBAL/READING/Writing  
AEKD 211 Sec 191 \$375  
Mon-Thu 7/10-8/03 1:00-2:30 p.m.  
AEKD 211 Sec 19A \$375  
Mon-Thu 7/24-8/17 1:00-2:30 p.m.

AGES 14+  
MATH  
AEKD 107 Sec 192 \$375  
Mon-Thu 7/10-8/03 2:40-4:10 p.m.  
AEKD 107 Sec 19A \$375  
Mon-Thu 7/24-8/17 2:40-4:10 p.m.

## Writing

### The Writer Within: Creative Writing (24 hrs)

Develop your skills as a creative writer. Learn how to create interesting plots, characters and dynamic conflicts. Whether you enjoy writing short stories, poetry or planning to write a novel, this course will help you hone those creative writing skills. Students will also learn how to e-publish, find a publisher and enter writing contests.

AGES 11-13  
AEKE 236 Sec 190 \$275  
Mon-Thu 7/10-7/20 9:00 a.m.-12:00 p.m.

### Better Thinker, Better Writer, Better Grades (24 hrs)

This course will help you improve your critical thinking and strengthen your writing skills when reading literature and writing school essays. Learn strategies that will help you get better grades, while also improving your ability to understand, discuss and write about the literature you read throughout the school year.

AGES 11-13  
AEKE 022 Sec 190 \$275  
Mon-Thu 8/07-8/17 9:00 a.m.-12:00 p.m.

The Youth Programs Permission Slip (next page) **must** be completed and returned with this registration form. Print clearly and complete all sections.

## STUDENT DATA

Last Name _____	First Name _____	MI _____
Street Address (including apartment number) _____		
City/Town _____	State _____ Zip _____	Home Telephone _____
Student ID Number _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YYYY) _____

## PARENT/GUARDIAN DATA

Last Name _____	First Name _____	MI _____
Street Address (including apartment number) _____		
City/Town _____	State _____ Zip _____	Phone <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
E-mail Address _____		

The following questions are required by the U.S. Department of Health, Education, and Welfare, Title VI of the Civil Rights Act. Completion is voluntary.

- Sex:**  Male  Female
- Ethnicity:**  Hispanic  Non Hispanic  
 Declined to Identify
- Race:**  American Indian/Alaskan Native  
 Asian  
 Black/African American  
 Native Hawaiian/Pacific Islander  
 White  
 Declined to Identify

## CAMPUS PARKING

- I decline campus parking
- I wish to have a permit for parking in Cranford (Complete the information below and add \$10 parking fee)

License Plate Number _____	State _____	Year, Make and Model of Car _____
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You must pick up your parking permit at the Public Safety Office, at which time you will be required to show a current vehicle registration.

## COURSE SELECTIONS AND FEES (Please enter your course selections)

Course Code-Number	Section Number	Course Title	Start Date (MM/DD/YY)	Course Fee				
<table style="width:100%;"> <tr> <td style="width:15%;"><b>OFFICE USE ONLY</b></td> <td>Pay Code _____ Amount _____</td> </tr> <tr> <td>Date _____</td> <td>Cashier _____</td> </tr> </table>				<b>OFFICE USE ONLY</b>	Pay Code _____ Amount _____	Date _____	Cashier _____	<b>Parking Fee (if applicable)</b> _____ <b>Total</b> _____
<b>OFFICE USE ONLY</b>	Pay Code _____ Amount _____							
Date _____	Cashier _____							

Make checks payable to **Union County College**. Register in person or mail to:  
 Continuing Education, Union County College, 1033 Springfield Avenue, Cranford NJ 07016-1599  
 Phone (908) 709-7600 • Fax (908) 709-7070 • Email coned@ucc.edu



I am financially responsible for all program costs for \_\_\_\_\_  
 Student's Name

Your Name _____	Address _____	Telephone _____
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**Note: Students are responsible for being aware of and following the Code of Conduct found in the Union County College Student Handbook, available at [www.ucc.edu/go/handbook](http://www.ucc.edu/go/handbook).**

Have questions about Union County College Youth Programs? Email us at [youthprograms@ucc.edu](mailto:youthprograms@ucc.edu)

All Youth Program participants **MUST** have this form completed by a parent or guardian.

Please print clearly and complete all sections

## STUDENT INFORMATION

Full Name: \_\_\_\_\_  
Last First Middle Initial

Child's Age: \_\_\_\_\_ Current Grade (for Summer students, grade entering in upcoming Fall) \_\_\_\_\_

Home Phone (with area code): \_\_\_\_\_

## PARENT/GUARDIAN CONTACT INFORMATION

Name: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

If I am not available, I hereby designate the following person(s) to be contacted in an emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Medical Insurance Co \_\_\_\_\_ Policy # \_\_\_\_\_

The above named child has the following food allergy(ies) and/or medical condition:

\_\_\_\_\_

***I understand it is the responsibility of the parent/guardian to notify program staff of any change in the above information.***

I, \_\_\_\_\_, the legal parent/guardian of the above named Youth Programs participant, will:  
 CHOOSE **ONLY ONE** OF THE FOLLOWING THREE OPTIONS

- Pick up my child at the conclusion of his/her scheduled course(s) in the designated location on the Union County College Cranford Campus
- Permit the following individuals to pick up my child at the conclusion of his/her scheduled course(s) in the designated location on the Union County College Cranford Campus. **No one other than the named persons below will be permitted to pick up your child.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- Permit my child to leave the campus unattended by Program or College staff at the conclusion of his/her scheduled course(s) on a daily basis.  
*Check this option if you are permitting your child to walk home, ride his or her bike home, take the bus, etc. No supervision is provided and no responsibility for your child is assumed once he or she is dismissed from his or her last class. Your child will not be permitted to remain on College property or in any campus building if this option is checked. I expressly release the College and its agents from any liability that may result from my child's use of individual transportation as authorized above.*

**The Parent or Guardian acknowledges that he or she has read, understands and approves the following statements:**

- I give consent for photographs and/or videos of my child to be used solely for UCC promotional and/or public information purposes.
- I fully understand that I am releasing the College and its agents and employees of all liability including but not limited to injuries, damages or loss, related to any aspect of my child's participating in the Youth program.
- I understand that the College is not responsible for lost, stolen or damaged property.

- I understand that in an emergency I will be contacted as soon as possible at the above phone number(s). If I am not available, I have provided an alternate contact above.
- Should my child require immediate medical attention, I consent to any such treatment, including but not limited to, transport and treatment at a hospital facility. I fully understand I am legally responsible for any medical expenses for costs of said treatment.
- College personnel are not permitted to hold or be responsible for administering any medication.
- I understand the College may suspend or terminate my child from the program for any reason that is deemed harmful or disruptive to the other participants or for other just cause. Refunds will not be granted if a child is suspended or terminated.

**I have read, understand, and agree to the foregoing information.** I authorize Union County College staff to take whatever measures are in their estimation, deemed necessary, especially in the event of an emergency. The undersigned, on his/her behalf and on behalf of the named participant, releases Union County College, its directors, officers, employees and agents from all claims and liability to the undersigned or named child and each of their personal representatives, assigns, heirs and next of kin for any loss or damage, and any claim on account of injury to the person or property of the undersigned or named child.

\_\_\_\_\_  
 Parent/Guardian name (print)

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

# English as a Second Language

Students will be tested on the first day of class to ensure appropriate class level placement.

## Beginning Grammar (24 hrs)

Practice basic grammar and simple instructions. For beginners.

AEEN A11 Sec 186 \$269  
Tue, Thu 6/20-8/03 6:00-8:00 p.m.  
(no class 7/04 & 7/06)  
Cranford

## Beginning Conversation (24 hrs)

For beginning level students: Practice conversational skills in English and at the same time improve your listening skills.

AEEN A01 Sec 188 \$269  
Tue, Thu 6/20-8/03 8:10-10:10 p.m.  
(no class 7/04 & 7/06)  
Cranford

## Intermediate Grammar (24 hrs)

Continue practicing basic grammar and simple instructions.

AEEN B11 Sec 186 \$269  
Tue, Thu 6/20-8/03 6:00-8:00 p.m.  
(no class 7/04 & 7/06)Cranford

## Intermediate Conversation (24 hrs)

Continue practicing your English conversational skills as well as listening skills. For intermediate level students.

AEEN B01 Sec 188 \$269  
Tue, Thu 6/20-8/03 8:10-10:10 p.m.  
(no class 7/04 & 7/06)  
Cranford

## Advanced Conversation (24 hrs)

Practice advanced English grammar and conversation and improve your listening skills.

AEEN C16 Sec 186 \$269  
Tue, Thu 6/20-8/03 6:00-8:00 p.m.  
(no class 7/04 & 7/06)  
Cranford



Visit the  
**CAREER SERVICES CENTER**  
at Union County College!

Located on the first floor of the Kellogg Building at the Elizabeth Campus, the Career Services Center provides services for:

- Career Development
- Career Counseling and Coaching
- Career Interest Testing
- Job Posting
- Job Placement
- Internships/Externships
- Resume Writing
- Job Interview Coaching
- Small Business Development
- Customized Job Training

For complete information, see page 7.

## American English Pronunciation (24 hrs)

If you have command of the English language, but still retain a foreign accent that may hinder you in business or social situations, this class is for you. Become familiar with the sound system and intonation patterns of American English.

AEEN 323 Sec 188 \$269  
Tue, Thu 6/20-8/03 8:10-10:10 p.m.  
(no class 7/04 & 7/06)  
Cranford

## Clases en español

¿Sabía usted que ofrecemos clases en Español?

Asegúrese de revisar todas nuestras ofertas en las página 28.

## REGISTER ONLINE!

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# Cursos en Español

Para mayor información o para registrarse para las clases en español llamar al (908) 709-7600.

## Registración

La Registración es fácil, pero regístrese temprano para evitar decepciones! Los cursos se llenan rápido y algunos tienen matrícula limitada. Las registraciones son aceptadas hasta que el curso comienza, si el espacio está disponible. Por favor asegúrese de proveer un número de teléfono al cual podamos contactarlo en caso de cancelación de la clase.

- **En Línea (a través del Internet).** Ya no necesita esperar en líneas o enviar su registración a través del correo. El nuevo sistema de registración en línea (a través del Internet) es fácil y conveniente. Regístrese para sus clases desde cualquier lugar a través de una computadora. Visite nuestro lugar del web para más detalles: [www.ucc.edu/noncredit/instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx)
  - **En Persona.** Visite nuestra página del Internet [www.ucc.edu/noncredit](http://www.ucc.edu/noncredit) para información sobre nuestro horario de oficina.
  - **El pago** puede hacerse con cheque, giro postal, o tarjeta de crédito (Visa, Mastercard, American Express, Discover) Pagos en efectivo son aceptados solamente en el departamento de cuentas del estudiante (Student Accounts). Complete una registración en la oficina de Continuing Education, y luego usted será enviado a la oficina de cuentas al estudiante.
  - **Por Correo** use la registración que se encuentra en este folleto. Una forma es requerida para cada persona que se registre. Fotocopias son aceptadas. Envíe su registración con cheque, giro postal a: Continuing Education, Union County College 1033 Springfield Avenue, Cranford, NJ 07016
  - **Matrícula y Honorarios:** Toda la información de matrícula y honorarios está incluida en la descripción del curso e incluye un honorario de \$10 por proceso de registración que no es reembolsable. El departamento de Continuing Education no acepta Ayuda Financiera (Financial Aid)
- ## Retiros y reembolsos:
- Para retirarse de un curso, usted debe notificar a la oficina de Continuing Education por escrito o en persona inmediatamente. Se le requerirá llenar una forma de retiro. Reembolsos (menos los \$10 por proceso de registración por curso) serán procesados de la siguiente manera:
  - Con notificación por escrito recibida 5 días antes de la primera clase—100%

## Mal tiempo y otras emergencias:

En el caso de que Union County College cancele o retrase sus operaciones debido al mal tiempo u otras emergencias, el Departamento de Mercadeo y Comunicaciones le informará a los siguientes medios de comunicación sobre el cierre:

- Radio 1010WINS (am) o entre a [www.1010wins.com](http://www.1010wins.com)
- El canal 2—WCBS TV News

Cuando un cierre de emergencia sea declarado, un anuncio será mostrado prominentemente en la página de web de Union County College.

## Cuidado de Niños

### CUIDADO DE NIÑOS

**Directora del Programa: Nilda Gaud  
(908) 380-8483;**

**Email: [Gaud@ucc.edu](mailto:Gaud@ucc.edu)**

¿Usted disfruta trabajar con niños? Si desea desarrollar sus habilidades como proveedor(a) del cuidado de niños, este certificado de multi-cursos lo preparará para ser un verdadero profesional del cuidado de niños, y le puede dar la opción de trabajar con otros en una facilidad de cuidado de niños o establecer su propio negocio.

- AEDE A81—Cuidado de Niños:  
Los Fundamentos—Parte 1 (30 hrs)
- AEDE B81—Cuidado de Niños:  
Los Fundamentos—Parte 2 (30 hrs)
- AEDE A82—Cuidado de Niños:  
Prácticas Profesionales—Parte 1 (30 hrs)
- AEDE B82—Cuidado de Niños:  
Prácticas Profesionales—Parte 2 (30 hrs)

Este certificado de 120 horas puede ser usado para los requisitos del CDA.

Los cursos tienen que ser tomados en orden. La parte 1 debe ser tomada antes de la parte 2.

- AEDE 083—CDA preparación del portafolio (30 hrs)

## Cuidado de Niños: Los Fundamentos (30 hrs)

Conviértase en un profesional del cuidado de niños instruido y mejor capacitado. Tópicos incluirán crecimiento y desarrollo de los niños, cuidado general de la salud, nutrición, actividades educativas, juegos, y normas de seguridad del niño.

### Parte 1

AEDE A81 Sec 186 \$225  
Mar, Jue 6/13-7/20 6:00-9:00 p.m.

(no clase 7/4 & 7/06)  
Cranford

### Parte 2

AEDE B81 Sec 186 \$225  
Mar, Jue 7/25-8/24 6:00-9:00 p.m.  
Cranford

## GED (Preparación)

### GED (48 hrs)

Aumente sus habilidades y desarrolle un programa fiable de estudio en las 4 áreas requeridas para obtener su GED: Razonamiento a través de Artes del lenguaje; matemáticas razonamiento; ciencia; y estudios sociales. Usted debe estar preparado para trabajar en la casa así como en clase. Aprenda dónde se ofrece el examen y estrategias para aumentar sus oportunidades de éxito. Los cursos están disponibles en dos niveles.

Para su conveniencia, todos los libros y materiales requeridos, están disponibles en la librería del colegio. La preparación en español para el examen de equivalencia (GED) está disponible en Elizabeth Union County College.

AETE 124 Sec 270 \$329  
Lun, Mié 6/05-8/30 9:30-11:30 a.m.  
(no clase 7/03 & 7/05)  
Elizabeth

AETE 124 Sec 286 \$329  
Mar, Jue 6/06-8/31 6:30-8:30 p.m.  
(no class 7/04 & 7/06)  
Elizabeth

**Regístrese en Línea  
(a través del Internet)**

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**[www.ucc.edu/noncredit/  
instantenrollment.aspx](http://www.ucc.edu/noncredit/instantenrollment.aspx)**



The Continuing Education program at Union County College thanks the Union County Board of Chosen Freeholders for their support of many programs.

These programs provide valuable education services and enrichment classes for Union County residents

## Prepare to Become a Nationally Certified Healthcare Professional!

In today's economy the job outlook for many healthcare professions remains strong and **several programs can be completed in less than a year.** Union County College offers classes for:



- EKG Technician
- Emergency Medical Technician (EMT)
- Medical Billing and Coding
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician

Opportunities to sit for certification exams are available to students who complete their program of study.

**See the Allied Health section for details on pages 14–18.**



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One Student at a Time*

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